# Lumi Crewing

A central crew and
resource management hub

# The Crewing Challenge

Are you responsible for hiring crew and constantly asking questions like:

- How do we identify the best person for this job?

- Has Producer X worked for our company in the past? Who interviewed them? Where are the notes?

- When is that DOP available again?

- Does that producer have the necessary skills for this job?

- How can I effectively down from Top 100 to Top 5 for this job?

- Are there any red flags on this producer?

- Has this CV been cross-checked?

- How can we find an entire crew at such short notice?

- How can I roll 3 jobs into one and make this more attractive? How can we put together a great deal that will tie up this talent and secure them long term for us?

- How do we help a quick-turnaround crew hit the ground running?

- Are there people on our team we are under-utilising?

**Lumi Crewing** is for you.

# Introducing Lumi

Lumi is a dynamic approach to content making empowering high performance production teams to reach new heights of creativity and productivity. A powerful online hub Lumi synthesizes, consolidates and multiplies a whole team's effort bringing real-time unity and clarity to content-production.
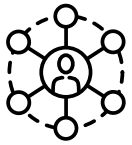
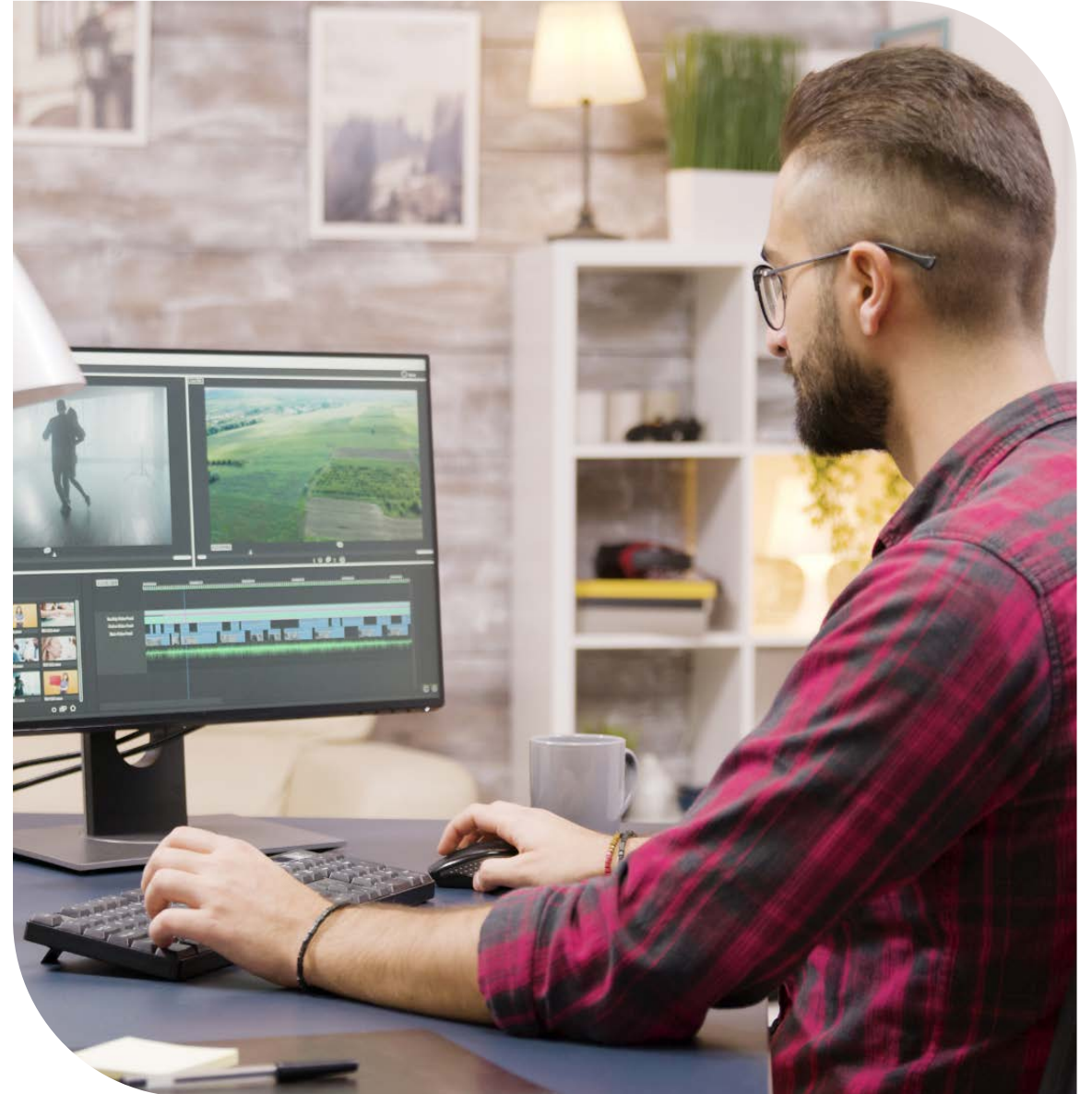**Future-proof crewing management**
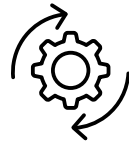
**Facilitate faster production**
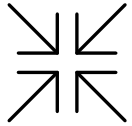
**Improve visibility**

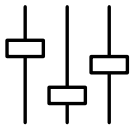**Maximise resources, budgets and people**

# Empowering Dynamic Content Production

## Centralise crewing and resources

Lumi supersedes single-purpose applications, inefficient shared drives, internal emails, and file folders. Digitised cards act as a central point of collection.

## Simplify crewing management

Increase the efficiency and effectiveness of the staff who are crewing your projects by enabling them to easily search information on previously used crew, gather and store information on prospective new crew, collect insights about job candidates and bulk request updated information.
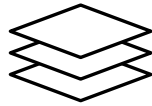
## Reduce duplication and misinformation

Collect all a crew member's information in one place and use the information in multiple ways. Significantly reduce the amount of re-work and duplication required across your organisation.

## Make better crewing decisions

From writing the initial job description, to keeping track of interview notes, to selecting the final crew for the project, Lumi provides updated, real-time information to the people making the crewing decisions, from wherever they work.

## Build a network of information

Centralise your intel and grow your bank.

Information collected about a crew member from senior staff is available to use and be expanded on as insights about crew members are gleaned.

Deeper insights are formed from reference checks that are documented in one place.

As your crewing and resources intel grows, connections are made between previously isolated pieces of information. These connections give you greater visibility and oversight of the teams being hired, resulting in deeper insights, better decision making and faster feedback loops.

The information collected can then be retained to be passed onto the next team.

# Introducing Lumi Crewing

## A Central Crew and Resource Management Hub

Lumi's crewing and resource management solution helps teams work as efficiently and effectively as possible by offering consistency and consolidation of information in one central hub.

Enable the people in charge of crewing to access the right people for the job and build on information about crew members in one place. Once Lumi has helped find and assign the best people for the job, seamlessly move and manage those crew throughout the lifecycle of a project.

# Visualise Your Crew

## Candidate reports and visualisations

- Visualise specific candidates via their individual card. Cards capture everything about the candidate in a single place. Store and work on hiring notes, salary discussions, contact details, employment history, reference checks, red flags, interview questions, paperwork and much more.

- Keep track of Covid crew testing and Covid logs for your team, and generate an excel document for reporting purposes to head office or health authorities

- Pull individual crew cards into a visual Board, Kanban of crew availability or Crew Tracker.

- See multiple views of the same information, without duplicating effort. Update once, update everywhere, for everyone, in real-time.

- Use Vaults to control access to confidential information

# Keep Everyone on Track

## Progress dashboard

- Lumi's configurable dashboard updates live. Stay across the latest crew information and allocate resources accordingly.

- Use saved searches and dated filters to keep track of employee contracts, start, and end dates.
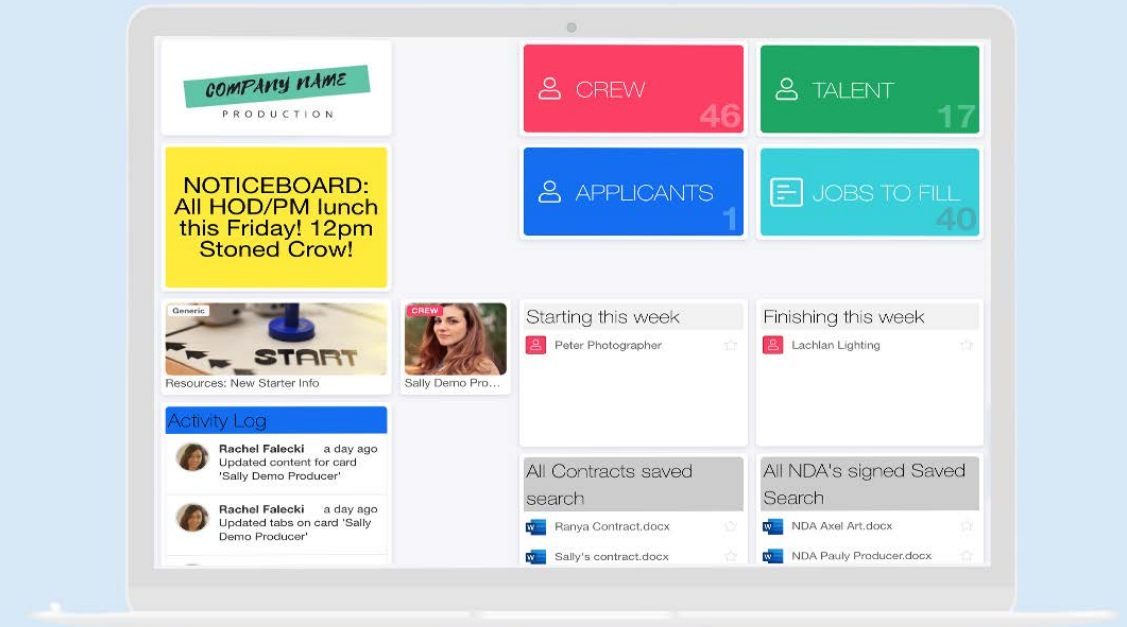
# Find What You Need - Fast

## Advanced search and filtering capabilities

- Lumi searches for every word, on every card, and every document. Narrow your search by Cards, Images, Files, and Contacts and filter by Users, Last Edited, Fields, etc.

- Save search parameters on your dashboard to automate workflow and save time.
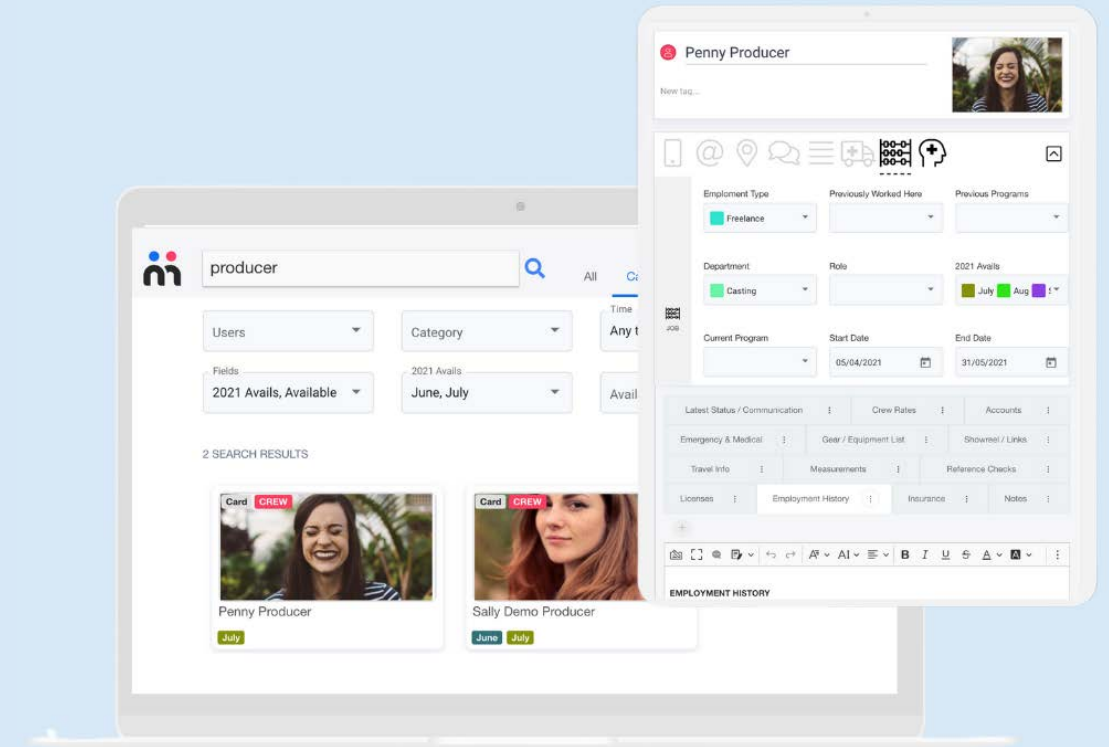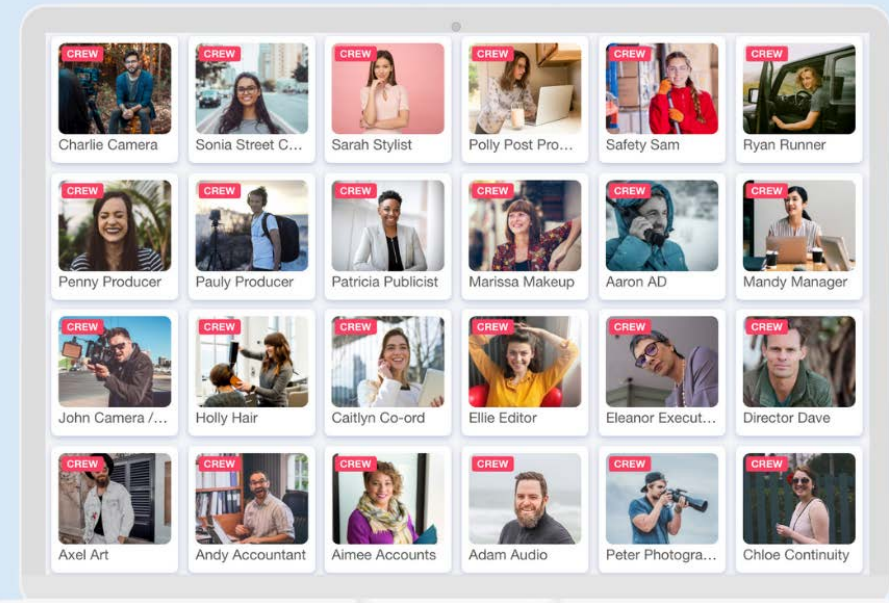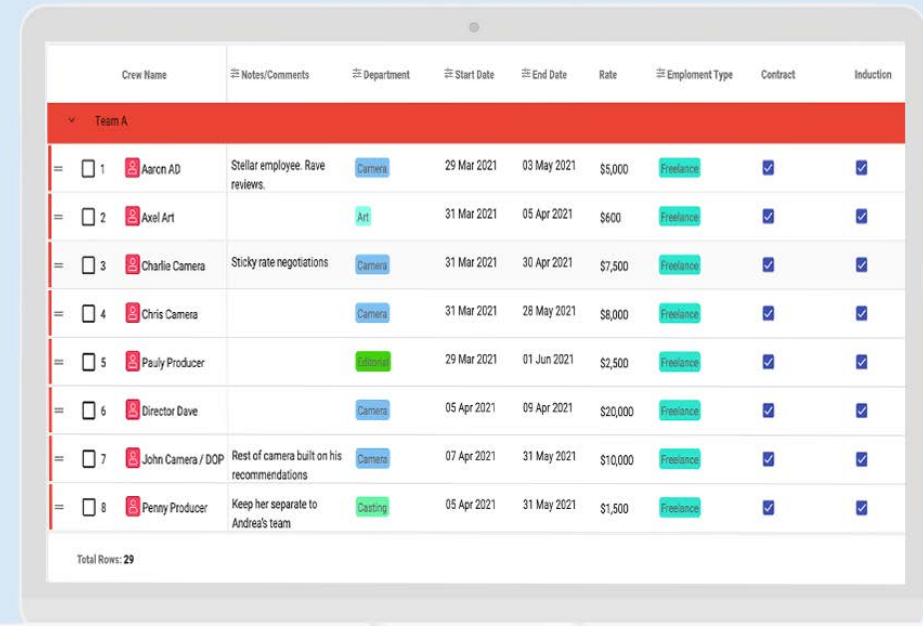
# Visualise Each Project

## Per project views

- Use boards or lists to create, workshop, and plan out the best possible crew for your project.   Play around with crewing options, create your own labels and watch everything come together.

- Use auto-populating Kanbans to clearly see the status of crew members.

# Work Sustainably

## Gathering information

- Manage employment information in a single dynamic online hub.

- Leverage off information learned over time as information is stored in one central place.

- Send invitations to qualified candidates for interviews, create and track relevant information in lists.

- Send bulk requests for updated information such as CVs to numerous freelancers at once

- Update an individual's status, record employment notes, and compile reference checks in a single place. View updates from anywhere in real-time.

- Review and compare candidates for the role and create a collection of the top-rated candidates.

- Request further documentation, update status, and provide immediate visibility of any red flags/issues that arise to the executive team.
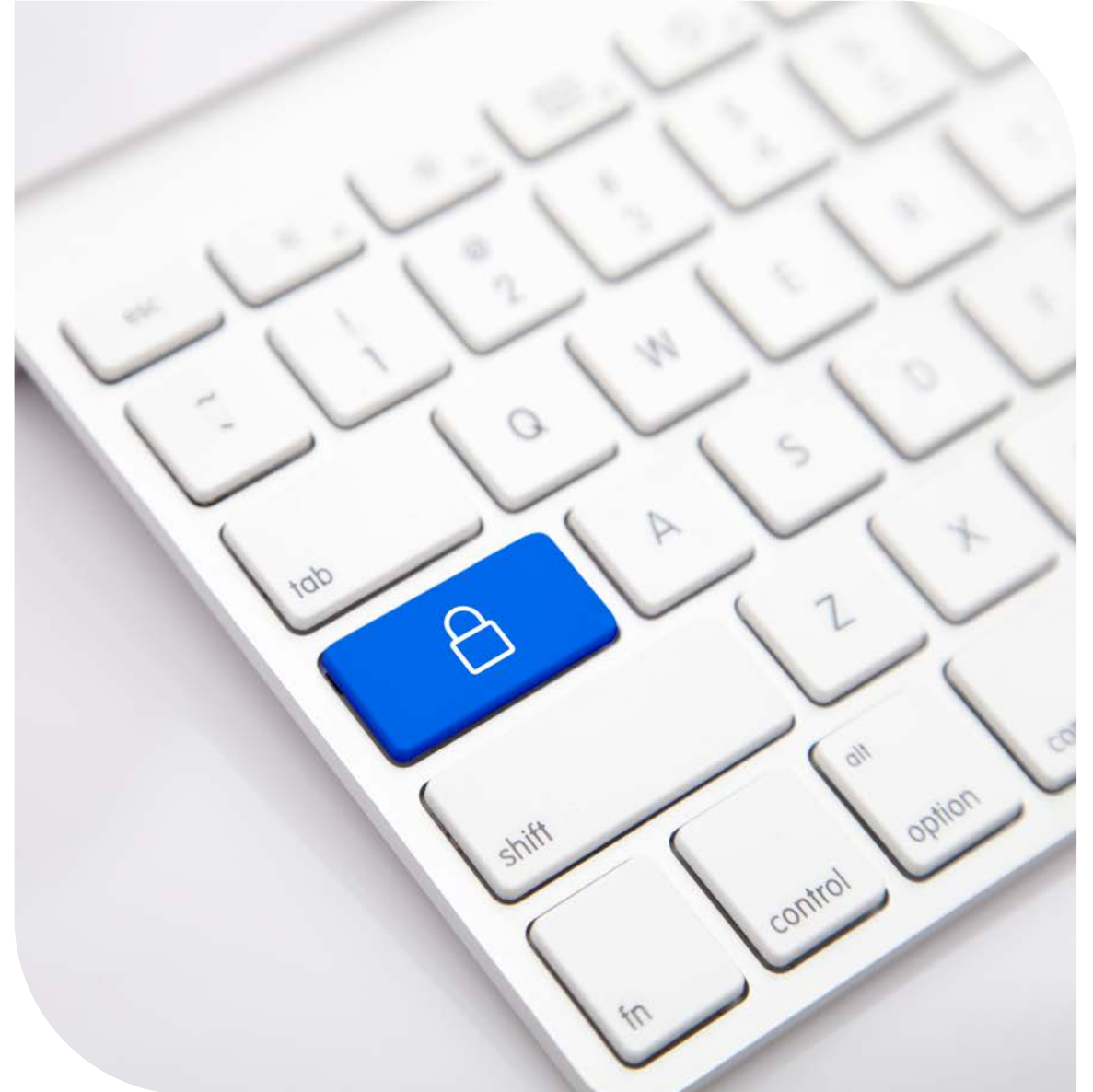
# Secure and Scalable

## Security and compliance

Lumi is a Software as a Service (SaaS) platform accessed from a secure web browser or mobile app. It is hosted on Microsoft Azure with double encrypted, offsite redundant backup storage.

# Empowering dynamic content production.

Lumi.Media are the creators of a revolutionary new approach to content making that empowers production teams to be their best, together.

Our dynamic hub brings real-time knowledge, clarity and unity to everyone, maximizing your ideas, resources and time.

Lumi connects the entire team to the whole story enabling you to reach new heights of creativity and productivity.

To learn more about Lumi.Media's dynamic content production hub, visit our website lumi.media.