

## HAYWARD CRAWFORD

E: Hcrawf88@gmail.com • M: 734.444.2688

<https://www.linkedin.com/in/hayward-crawford-filmmaker-612054244/>

### RELEVANT INDUSTRY EXPERIENCE

#### **Freelance/ Self-Employed, Nationwide**

**June 2012 – Present**

*PA, UPM, AD and/or Production Coordinator (Non-Union)*

- Manage and Complete Physical Production
- Assist in Casting and Contract Negotiations with Agents and Managers
- Draft Various Contracts (Crew Deal Memos, Location Agreements, Releases, etc.)
- Hire all Crew and engage all Vendors
- Secure preferred deals with Vendors for equipment and services
- Negotiate contracts and side letters with all unions
- Solve all problems and make them go away, minimizing or eliminating most aspects of production stress for above and below the line crew mates alike.
- Maintain safety on set and ensure cast/crew well-being and creating a positive, fun atmosphere in production office and on set

#### **Mosquito Film/ Freelance, Los Angeles, CA**

**August 2020- March 2021**

*Development Assistant (Remote)*

- Under Director Brian Vincent Rhodes, developed at Blue Sky Studios/Disney
- Transcribe notes during development meetings for the director & producer team  
Work cross departmentally with the director and producer teams to coordinate communication and resource allocation for work assigned.
- Coordinate upcoming meetings between director & producers, manage team calendar and complete in- between meeting research/follow ups online and offline.
- Responsible for reviewing meeting notes, archive recordings and manage online catalog of documents

#### **Verve Talent & Literary Agency, Los Angeles, CA**

**November 2019- April 2020**

*Mailroom Assistant*

- Assist agents in maintaining day by day schedule of meetings, lunches throughout the week
- Completing script coverage for assistants and agents including writing synopsis/summaries of clients' screenplays and pilots and general notes for next draft/passes.
- Updating client information in various databases and performing right checks, research and prospect profiles
- Build, track, and execute timelines from creative development & briefing through production, approvals, and delivery.
- Assist agents in maintaining day by day schedule of meetings, lunches throughout the week including answering mailroom and incoming/ rolling calls
- Organizing & filing incoming client/loan out company and agent paychecks.

### SKILLS

**Computer:** Final Draft, StudioBinder, Yamdu, Showbiz Budgeting, Movie Magic Budgeting, Final Draft, Slack, MS Office, Google Suite, MS Word, MS Excel, Google Drive, MS Teams