

Production Coordinator Board Report

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To the board, staff and members,

Herein is a summary of the work and initiatives that myself and other staff have been involved in since the last meeting.

Production

Production is happening, staff are settling in nicely and we are continuing to tighten up workflows and extend responsibilities as people become more and more familiar with their positions and tasks.

Campaigns

Promotional campaign have gotten a boots as our promo coordinator has started tabling regularly in hi-vis areas and we have been harnessing this visibility with regular poster runs to increased emphasis on engagement in and out of the office.

Web

The website is getting minor upgrades as our web specialist identifies and amends design or technical issues and works towards building out usability improvements to layout on mobile platforms and display of content from credits to images.

Movie Night

Movie nights have been enjoying a great October with screenings of Young Frankenstein, The Shining and Troll 2 to come this Halloween for the volunteer appreciation party. Attendance has been good and continues to bring in new filmgoers.