

# Jennifer Potts (she/her)

FILMMAKER • ADMINISTRATOR • EDUCATOR

## Experience

Film Producer, Director, Production Designer, & Screenwriter September 2012 - Present  
Independent ▪ Worcester, MA ▪ [www.jenniferpotts.com](http://www.jenniferpotts.com)

Write, produce, design, and direct independent films. When producing films, I build out the entire production which includes building/managing budget, hiring crew, casting talent, securing locations, coordinating with vendors, and planning all transportation/housing logistics. During production, I make sure that every crew member has what they need to be successful, handle all problems that arise, and make sure that day-to-day expenses stay within budget. SEE ATTACHED LIST OF PRODUCTIONS

Asst. Professor of Humanities & Director of Fine Arts Center September 2017 - May 2021  
Regis College ▪ Weston, MA

Director of Fine Arts Center (2017-2020) Hired to bring new vision to the Regis Fine Arts Center. Oversaw the day-to-day operations of the center including the budgeting, rental contracts, performing arts productions, gallery exhibits, and staff management. Served as the liaison between faculty, staff, and students for all arts programming. Created a new strategic plan for the Regis Fine Arts Center. Received Massachusetts Cultural Council funding for a new sound system and Weston Cultural Council funding for programming. Assisted Regis College Theatre Company in producing their first play in seven years. Collaborated with the Humanities Department and Center for Inclusive Excellence to create The Diversity Walk, a 3-month evolving gallery exhibit and events exploring themes of racism, gender, and genocide. Facilitated relationship with Lasell College to produce annual collaborative musical theatre productions.

Asst. Professor of Humanities (2017-2021) Taught two courses per semester. Courses taught include Screenwriting, Intro to Film Studies, English 105, Digital Storytelling, Theatre Production, and Exploring the Humanities. Served on the Inclusive Excellence Council working with faculty, students and staff to implement strategies that increase support for students and educate the Regis community about equity and inclusiveness. Served on the Davis Grant committee working to improve best practices for the student ePortfolios. Worked with the Center for Global Learning to pilot Collaborative Virtual Online Learning. Co-facilitated racial awareness book study for white faculty. Directed 2019 spring theatre production of *Marian, or The True Tale of Robin Hood*.

Communications Director May 2012 – October 2014  
United Way of Central Massachusetts ▪ Worcester, MA

Oversaw internal and external communications for the entire organization. Wrote press releases, updated/maintained the website, executed all social media activity, produced internal/external e-communications, oversaw campaign videos, created annual marketing/communications plan, worked closely with the marketing team on all special events, and more. Created video series of interviews with clients whose lives were transformed by United Way-funded programs.

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Director of Development  
Music Worcester ▪ Worcester, MA

September 2011 – April 2012

Wrote grants, identified and solicited potential funders and sponsors, and worked closely with board members to create a strategic business plan.

Co-Founder & Artistic Director  
Cornerstone Performing Arts Center ▪ Fitchburg, MA

January 2006 – June 2010

Produced all large-scale productions, coordinated all programming, recruited and managed volunteers/staff, wrote grants, raised funds, oversaw marketing/public relations, created strategic business plans, and planned/coordinated special events. Worked closely with the city officials and business leaders to create economic change through growing arts presence in the downtown area of Fitchburg, MA. Led the Youth Theatre Company and directed at least two productions every season. SEE ATTACHED LIST OF PRODUCTIONS

## Education

New Hampshire Institute of Art, Manchester, NH  
June 2014 – July 2016 ▪ MFA Writing for the Stage and Screen

Fitchburg State University, Fitchburg, MA  
September 2012 – May 2014 ▪ Film/Video Production

Drew University, Madison, NJ  
May 1992 ▪ BA Theatre Arts

## Software/Program Skills

- AVID Media Composer
- Studiobinder
- Final Draft
- Adobe Photoshop
- Movie Magic Budgeting & Scheduling
- Final Cut
- Constant Contact/Mailchimp
- Website-building platforms including Wix

## References

Available upon request

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## Film Productions (2015 - 2023) [Directing Reel](#)

Writer & Director, Feature Film: [The Extraordinary World of Cecily Blinkstop](#) (Development)

Supervising Producer/Line Producer, Feature Film: [The Compatriots](#)

Director & Producer, Documentary: *If You Become My Friend*

Producer, Short Film: [Bidding War](#)

Art Department, Feature Film: [Best Place in the World](#)

Director/Team Leader, Short Film: [Marty Wins](#), Boston 48 Hour Film Project

Co-Founder, FunSize Films

Production Designer, Youtube Series: [Assigned Female at Birth](#), Season 3

Production Designer, Short Film: [Curls](#)

Writer, Director, Co-Producer, & Production/Costume Designer, Short Film/Proof of Concept:

[The Extraordinary World of Cecily Blinkstop](#)

Writer, Full-Length Play: *5300 Bluebird Lane* (workshopped at Lab Theatre Project, Tampa)

Production Designer, Short Film: [Beyond the Grid](#)

Writer & Director, Short Film: [Charlie & Poppy](#)

Writer, Director, & Co-Producer, Short Film: [Home](#)

Writer & Director, Short Film: [Free Time](#)

Director, Short Documentary: [Memories of My Father](#), Robert Cormier

## Theatre Productions (2000 - 2019)

Director/Producer, *Marian or the True Tale of Robinhood*, Regis College

Director/Producer, *The Vagina Monologues*, Regis College

Producer, *Footloose*, *The Musical*, Regis College

Producer, *Children of Eden*, Regis College

Director/Producer, *True West*, Cornerstone Performing Arts Center

Co-Director/Producer, *Child's Christmas in Wales*, Cornerstone Performing Arts Center

Director/Producer, *Pride & Prejudice*, Cornerstone Performing Arts Center

Director/Producer, *A Christmas Carol*, Cornerstone Performing Arts Center

Director/Producer, *Do Lord Remember Me*, Cornerstone Performing Arts Center

Producer, *Faces of Eve*, Cornerstone Performing Arts Center

Producer, *The Glass Menagerie*, Cornerstone Performing Arts Center

Producer, *Secret Garden*, Cornerstone Performing Arts Center

Producer, *It's a Wonderful Life*, Cornerstone Performing Arts Center

Director/Choreographer/Producer, *Dance in the Desert*, Cornerstone Performing Arts Center

Director/Choreographer/Producer, *The Tale of Three Trees*, Cornerstone Performing Arts Center

Director/Producer, *Little Women*, Cornerstone Performing Arts Center

Director/Producer, *Anne of Green Gables*, Cornerstone Performing Arts Center

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J. Potts 3