

Jennifer Potts (she/her)

<http://www.jenniferpotts.com>

EXPERIENCE

Independent, Film Producer, Director, Production Designer, & Screenwriter

Sept 2012 - Present

Award-winning writer, producer, designer, and director of independent films. Responsible for entire productions, including creating and managing budgets, hiring and managing crew, casting talent, securing locations, coordinating with vendors, and planning all transportation and housing logistics.

- Produced Indie Feature Film, *The Compatriots*, currently streaming on Amazon/Apple+—production stayed on schedule and under budget
- Wrote, produced, and directed four short films which screened at 20+ film festivals around the world and won multiple awards
- Successfully raised over \$75,000 for short films through crowd-funding, grants, and individual sponsors
- Created strategic communication plans for each film, and oversaw email communications, social media posts, and press releases for diverse stakeholders including funders, audience members, and industry professionals
- SEE ATTACHED LIST OF PRODUCTIONS

Regis College, Director of Fine Arts Center & Assistant Professor of Humanities

Sept 2017 - May 2021

Director of Fine Arts Center (2017-2020): Spearheaded a new strategic vision for the Regis Fine Arts Center. Owned the day-to-day operations of the center including budgeting, rental contracts, performing arts productions, gallery exhibits, marketing, and staff management. Served as the liaison between faculty, staff, and students leading all arts programming.

- Created and launched a strategic plan for the Regis Fine Arts Center resulting in the addition of five student theatre productions, four film screenings, and ten art gallery exhibits
- Managed Fine Arts Center staff and budget
- Funded a new theatre sound system with a \$32,000 Massachusetts Cultural Council grant and a \$32,000 Regis match
- In close collaboration with the Regis marketing team, oversaw all content creation for the fine arts center's social media, email marketing, press releases, and website page
- Oversaw arts programming, college events, and theatre rentals

Assistant Professor of Humanities (2017-2021): Taught two courses per semester including 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 student ePortfolios
- With the Center for Global Learning, piloted a course for Collaborative Virtual Online Learning with a classroom in Madrid, Spain

United Way of Central Massachusetts, Communications Director

May 2012 - Oct 2014

Oversaw internal and external communications for the entire organization. Wrote press releases, updated and maintained the website, executed all social media activity, produced internal and external e-communications and campaign videos, created an annual marketing and communications plan, and supported the marketing team on all special events.

- Designed and implemented an external communication strategy for multiple stakeholders, increasing overall external communications by more than 50%

- Created a video series of interviews with clients whose lives were transformed by United Way-funded programs
- Oversaw all content creation for the organization's social media, internal and external email communications, external publicity, and website

*Music Worcester, **Director of Development***

Sept 2011 - Apr 2012

Led all organizational fundraising initiatives: wrote grants, identified and solicited potential funders and sponsors, and worked closely with board members to create a strategic business plan.

*Cornerstone Performing Arts Center, **Co-Founder & Artistic Director***

Jan 2006 - June 2010

- Co-founded the organization. Wrote the initial business plan, raised seed money, and filed 501(c)3 paperwork to launch the performing arts center
- Member of the Youth Empowerment Cluster which received a \$20,000 programming grant through Mount Wachusett Community College's Institute for Nonprofit Development to implement programs that help decrease the high school dropout rate
- Worked closely with city officials and business leaders to create economic change through growing arts presence in the downtown area of Fitchburg, MA
- Merged with Sterling Music Exchange to increase programming, share resources, and strengthen leadership
- Hired and managed staff
- With Managing Director, developed and managed annual budget
- Received a \$21,000 Capital Grant from the Amelia Peabody Foundation
- Planned and executed all marketing and communications for multiple stakeholders including students and parents in training programs, audiences for mainstage productions, the board of directors, and donors
- SEE ATTACHED LIST OF PRODUCTIONS

EDUCATION

New Hampshire Institute of Art
MFA • **Writing for the Stage and Screen**

Fitchburg State University
Film/Video Production

Drew University
BA • **Theatre Arts**

SKILLS

Constant Contact/Mailchimp • Website-building platforms including Wix • MS Word • Excel • PowerPoint • Google Docs/Sheets/Slides • AVID Media Composer/Final Cut

HOBBIES

Global Travel • Building/Construction • Interior Design • Cooking Middle Eastern & Japanese Cuisines • Spending time with family

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FILM PRODUCTIONS (2015 - 2023)

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

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

Director & Producer, Documentary: [If You Become My Friend](#), *Capturing history: Four family's journeys from Afghanistan to Worcester, MA*

Producer, Short Film: *Bidding War*

Art Department, Feature Film: [High Tide](#) (Written & Directed by Marco Calvani)

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: [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