

# JENNIFER POTTS

9 WESTLAND STREET, WORCESTER, MA 01602  
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## 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

## Experience

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

Write, produce, and direct independent films.

- Production Designer, *Assigned Female at Birth, Season 3* (YouTube Series), 2022
- Writer, *Writer's Retreat* (Feature Screenplay), 2020
- Production Designer, *Curls* (Short Film), 2019
- Writer, Director, & Co-Producer, *The Extraordinary World of Cecily Blinkstop* ([cecilyblinkstop.com](http://cecilyblinkstop.com)), 2018 (Distribution with Gonella Productions)
- Writer, *5300 Bluebird Lane* (Play), 2016
- Writer, *A Girl Named Harry* (Feature Screenplay), 2015
- Production Designer, *Beyond the Grid* (Short), 2015
- Writer & Director, *Charlie & Poppy* (Short), 2015 (Distribution with Gonella Productions)
- Writer, Director, & Co-Producer, *Home* (Short), 2013
- Writer & Director, *Free Time* (Short), 2013
- Director, *Memories of My Father, Robert Cormier* (Short Documentary), 2012

## Owner & CEO

June 2021 - Present  
The Maximalist ▪ Worcester, MA ▪ [www.themaximalistshop.com](http://www.themaximalistshop.com)

Create and oversee every aspect of this ecommerce store including business planning, web design and maintenance, buying, marketing, social media, accounting, and customer service.

## Half-Time Assistant Professor of Humanities

January 2020 - May 2021  
Regis College ▪ Weston, MA

Taught two courses per semester. Courses taught include Screenwriting, Intro to Film Studies, English 105/106, Digital Storytelling, Theatre Production, and Exploring the Humanities. Served

on the Inclusive Excellence Council and worked with the Center for Global Learning to pilot Collaborative Virtual Online Learning in my classes. Co-facilitated racial awareness book study for white faculty.

#### Assistant Professor of Humanities and Director of Fine Arts Center

September 2017 - December 2019

Regis College ▪ Weston, MA

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. Directed 2019 spring theatre production of *Marian, or The True Tale of Robin Hood*.

Hired to bring new vision to the Regis Fine Arts Center. Oversaw the day-to-day operations including three full-time staff members and 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. Collaborated with Lasell College to bring a joint production of *Footloose, The Musical and Children of Eden* to Regis College.

#### Communications Director

May 2012 – October 2014

United Way of Central Massachusetts ▪ Worcester, MA

Oversaw communications for entire organization. Wrote press releases, updated and maintained website, handled all social media and e-communications, oversaw campaign videos, created annual marketing and communications plan, worked closely with marketing team on all special events, and more.

#### Director of Development

September 2011 – April 2012

Music Worcester ▪ Worcester, MA

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

January 2006 – June 2010

Cornerstone Performing Arts Center ▪ Fitchburg, MA

Produced all large-scale productions, coordinated all programming, including classes, summer intensives, camps, and theatre productions, and recruited and managed volunteers, artists, and teachers. Also wrote grants, fundraised, oversaw marketing and public relations, created business and strategic plans, and 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, led summer theatre intensives, and directed at least two productions every season.

### **Software/Program Skills**

- Zoom
- Microsoft Office
- AVID Media Composer
- Final Draft
- Adobe Photoshop
- Movie Magic Budgeting & Scheduling
- Final Cut
- Constant Contact/Mailchimp
- Website-building platforms including Wix
- Moodle
- Starfish
- May 2019: Completed Best Practices for Online/Hybrid Courses at Regis

### **References**

Available upon request.