



ALEXIS COOLEY

CREATIVE PROJECT MANAGER

CONTACT

📞 AVAILABLE UPON REQUEST

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🌐 alexis-cooley

📍 Nashville, TN 37076

EDUCATION

UNIVERSITY OF NEW ORLEANS

B.F.A. Theatre Performance & Production

Minors in Anthropology & History

SKILLS

- Arts & Culture Leadership
- Community Building & Engagement
- Inclusive & Equitable Programming (IDEA)
- Large-Scale Event & Festival Production
- International Artist & Tour Coordination
- Strategic Partnerships & Stakeholder Relations
- Budgeting & Fundraising Management
- Marketing, Media & Audience Development
- Public Art & Creative Placemaking
- Cross-Cultural Collaboration

REFERENCES

AVAILABLE UPON REQUEST

ABOUT ME

I am an international creative producer based near the glimmering rhinestone mines of Nashville, TN, passionate about advancing inclusive, thriving communities through curiosity and the transformative power of the arts.

WORK EXPERIENCE

Wild Imaginarium

Creative Placemaker / Arts Advocate

2013 – PRESENT

- Lead community-building and creative placemaking, developing cultural opportunities and venues.
- Facilitate collaboration, advocate for artists, and represent communities at public and policy forums.
- Build strategic partnerships with nonprofits, advocacy groups, and local, national, and international organizations.
- Implement IDEA strategies to enhance arts engagement and prioritize underserved communities.
- Plan, staff, and manage arts events, ensuring artistic vision, audience engagement, and funding goals.
- Provide production, press, media, and logistical support; design and construct custom costumes, props, and event elements.
- Serve as a creative consultant for organizations and artists, advising on community engagement, production strategy, and IDEA implementation.

Donelson Hermitage Chamber of Commerce

Media & Marketing Coordinator

2024 – PRESENT

- Direct strategic marketing and media campaigns for Chamber events, programs, and initiatives.
- Manage end-to-end creative projects, overseeing timelines, budgets, and deliverables for multiple concurrent campaigns.
- Lead digital and print communications, including social media, newsletters, press releases, and promotional materials.
- Build partnerships with community stakeholders, vendors, and local artists to amplify engagement and visibility.
- Optimize web and social channels using analytics to improve reach, participation, and impact.
- Develop inclusive, accessible marketing content to support community representation and engagement.

Naropa University

Production Manager

2017 – 2020

- Oversaw departmental and university-wide production schedules, budgets, and planning for MFA Theatre.
- Managed guest artist and faculty productions, including contracts, technical crews, and logistics.
- Coordinated course schedules, lodging, accommodations, and support for visiting artists and faculty.
- Served as liaison between the MFA program, PAC staff, and School of the Arts, managing studios, equipment, and production resources.
- Tracked budgets, reconciled expenses, and provided comprehensive administrative and instructional support.
- Led recruitment, marketing, and program transition initiatives, archiving resources, and ensuring continuity.



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HIGHLIGHTED ACHIEVEMENTS

- 30+ years producing local, regional, and international arts projects
- Successfully managed 200+ public/private events
- Developed 350+ artist collaborations and community partnerships

AWARDS

- 100 Colorado Creatives – 2015
- Encore! Awards – Best of the Boulder International Fringe Festival – 2013, 2012, 2011, 2010

GUIDING PRINCIPLES & PASSIONS

- Curiosity-driven creative development
- Advancing inclusive, thriving communities through the arts
- Bridging local and international artistic collaboration

WORK EXPERIENCE (CONTINUED)

Boulder International Fringe Festival

Executive Producer

2014 – 2017

- Directed a 12-day international festival and year-round programming with 200+ shows and 100+ artists, fostering cross-cultural collaboration and vibrant community engagement.
- Developed inclusive artist programs and public art initiatives, prioritizing underrepresented and underserved communities.
- Managed full-scale production operations across multiple venues, including staging, lighting, sound, and the "Venue in a Box" standardization program.
- Coordinated international artist tours and partnerships, ensuring seamless integration and compliance across locations.
- Oversaw budgets, fundraising, and resource allocation to deliver high-quality, financially sustainable productions.
- Built strategic relationships with artists, donors, sponsors, media, and local partners to strengthen collaborative networks.
- Designed marketing and media strategies to enhance audience engagement and elevate organizational visibility.

Event Producer

2013 – 2014

- Produced special events and festival productions that fostered community engagement and supported artist development.
- Supported Executive Director in year-round operations and festival planning to ensure smooth execution of programs.
- Executed marketing initiatives, enhancing audience engagement and festival visibility.
- Authored blogs and content highlighting festival events, artists, and community impact.
- Built relationships with artists, attendees, and community partners to strengthen festival reach and cultural impact.

Shine Restaurant & Gathering Place

Event Management Specialist

2015 – 2017

- Manage multi-venue events from concept to execution, overseeing logistics, budgets, staffing, and operations.
- Lead small- and large-scale events that engage diverse audiences and stakeholders.
- Forge artistic co-productions and nonprofit partnerships, driving meaningful community collaboration.
- Build lasting relationships with artists, organizations, and business leaders to strengthen local arts ecosystems.
- Design programs connecting artists and community members, enhancing cultural vitality and creative growth.

I thrive on working with creatives, guiding artists through complex, multi-layered projects with curiosity and care. As a project manager and creative producer, I turn artistic visions into reality—bringing strategy, resources, and connections to deliver innovative, memorable results.

Building inclusive, authentic, and engaged communities is at the heart of everything I do. As an artist, I craft experiences that spark joy; as a mother, I'm motivated to help create a brighter, more equitable world for all.

Driven by curiosity and a love of collaboration, I'm always excited to connect, explore new ideas, and support creative projects that inspire, challenge, and delight.