

Adam P. Faust

Operations Director | Gallery Director | Bachelor of Fine Arts
Ellenwood, GA | 919.699.1898 | adampfaust@gmail.com | LinkedIn

SYSTEMS & TOOLS

Financial: QuickBooks (6 yrs, full ownership) | Sage | Ramp | Excel / Google Sheets

HR & Operations: Insperity | ConnectTeam | Microsoft 365 Suite | Google Suite

Events & Ticketing: Eventbrite | [current ticketing platform if applicable]

PROFILE

Operations director with four years of progressive leadership at Callanwolde Fine Arts Center, growing from Weekend Events Manager to senior leadership through a period of rapid organizational growth and mission expansion. Built operational infrastructure across HR, facilities, gallery programming, vendor contracts, and technology systems — consistently taking on new responsibility by building processes stable enough to hand off and scale.

Prior to Callanwolde, founded and operated a creative services business for six years, developing firsthand financial management, client contracting, and project execution skills that translate directly into nonprofit operations leadership. Currently overseeing a 37-person organization, a historic seven-building campus, a \$3 million annual budget, and the development of a newly acquired 27,000 square foot facility.

Committed to building the operational systems that allow contemporary artists and arts institutions to do their best work — with a deep investment in Atlanta's creative ecosystem and the institutions that sustain it.

EMPLOYMENT HISTORY

Director of Operations | Callanwolde Fine Arts Center, Atlanta, GA

June 2024 — Present

- Oversee operational frameworks across a 37-person organization, a historic seven-building campus, and an annual operating budget of approximately \$3 million, translating long-term strategic goals into actionable operational priorities aligned with organizational mission.
- Hold signature authority for departmental expenditures including facilities maintenance, events staffing, and gallery programming; manage [X] active vendor and service contracts simultaneously.
- Negotiate and manage contracts with vendors, service providers, construction teams, architects, and performers, ensuring fiscal responsibility and organizational protection.
- Participate in annual budget planning meetings and submit departmental budgets covering gallery programming, events staffing, and facility operations; track expenditures against budget using Sage and Ramp with regular reporting to senior leadership.
- Lead HR functions for a team of [X] direct and indirect reports including recruitment, hiring, onboarding, annual performance reviews, disciplinary processes, performance improvement plans, and terminations.
- Developed and maintain comprehensive onboarding materials, training manuals, and personnel policies for the events and operations team; reduced onboarding time by [X] through structured training systems.
- Created and maintain the organization's emergency response plan, safety protocols, and standard operating procedures for a historic public-facing facility serving [X] visitors and events annually.
- Navigate county government processes including permitting, code compliance, and coordinating with DeKalb County on grounds and facilities maintenance across a 100+ year old historic property.
- Project managing the conversion of a newly acquired 27,000 sq ft former church into expanded programming space, coordinating architects, contractors, and county permitting processes.
- Led technology platform migrations consolidating [X] paid tools onto existing licensed Microsoft products, reducing operational costs while improving cross-team communication and scheduling efficiency.

Associate Director, Arts and Entertainment | Callanwolde Fine Arts Center, Atlanta, GA

November 2023 — June 2024

- Directed multiple high-profile art exhibitions resulting in over 500% increase in gallery engagement and revenue; grew gallery audience from [X] to [X] through strategic programming and community partnerships.

- Designed and implemented a part-time workforce program to reduce full-time staff burnout and turnover, adding [X] part-time staff across two newly created positions to bridge weekend events operations with weekday administration.
- Developed strong partnerships with local artists, enhancing community-focused arts programming and increasing audience reach.
- Created training materials, personnel policies, and operational procedures that improved organizational efficiency and mission alignment.
- Led recruitment and hiring as administrative staff grew from [X] to [X] during a period of rapid organizational expansion.

Gallery and Events Manager | Callanwolde Fine Arts Center, Atlanta, GA

April 2022 — November 2023

- Managed gallery programming, exhibition planning, and visitor engagement strategy.
- Coordinated logistics for major rental events, outdoor concerts, and community programming.
- Began building the events team infrastructure that would grow into a full department.

Business Owner | Adam Good Job ATL, Atlanta, GA

March 2018 — June 2024

- Founded and managed a creative services company delivering custom murals, signage, and installations to local businesses, residents, and realtors, with sole responsibility for all bookkeeping, accounts payable/receivable, invoicing, and financial management using QuickBooks.
- Managed client contracts, project budgets, and cash flow independently across a six-year operating period, including navigating variable revenue cycles and periods of rapid growth without external financial support.
- Developed pricing structures, vendor relationships, and operational systems from scratch, building a sustainable business through strategic planning and direct client relationship management.

AmeriCorps Member — Construction | Atlanta Habitat for Humanity, Atlanta, GA

August 2015 — July 2016

- Organized and led construction of affordable housing projects, coordinating volunteers and managing project timelines and budgets.

Program Coordinator — AmeriCorps Member | Playworks NC, Durham, NC

August 2014 — June 2015

- Implemented and managed an elementary school-based program focused on conflict resolution, inclusion, and communication through structured play.

EDUCATION

Bachelor of Fine Arts — Sculpture | Guilford College, Greensboro, NC

January 2010 — January 2014

PROFESSIONAL DEVELOPMENT & AFFILIATIONS

Artist Cohort Member | Paint Love Inc, Atlanta, GA | 2022

Foundations of Creative Business Strategy | MICA, February 2022

Financial Literacy for Creatives | MICA, March 2022

Collage in Practice | Kolaj Institute, New Orleans, January 2023

Curating Collage | Kolaj Institute, New Orleans, January 2024

SKILLS

Strategic Operations Leadership | Financial Management & Budgeting | HR & People Operations | Contract & Vendor Negotiation | Facilities & Code Compliance | Strategic Planning & Data-Driven Decision Making | Project Management | Change Management | Public Speaking & Presentations | Creative & Technical Execution