
Auburn University Job Description

Job Title: **GPAC Dir, Education & Engagement**

Job Family: No Family

Job Code: **AB11**

Grade TA12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

The Director of Education and Engagement at the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University, reporting to the GPAC Executive Director, is responsible for executing the development, implementation, and management of educational initiatives and campus and community engagement at the GPAC supporting the needs of the campus, community, region, and state; local and regional school systems; as well as the integration of interdisciplinary arts education programs supporting the mission, vision, and goals of Auburn University.

Essential Functions

1. Manages the GPAC Education and Engagement department by developing, implementing, and directing education and engagement activities, events, and programs. Oversees and directs all educational and engagement activities, events, and programs while managing logistics in collaboration with GPAC departments.
2. Provides support to the GPAC Executive Director in assessment of potential season artists and performers for education and campus & community engagement activities, events, and programs.
3. Strategizes, creates, and delivers short-term and long-term goals for the GPAC education and engagement department. Reports qualitative and quantitative program evaluations through post-event surveys and other methods.
4. Creates and fosters partnerships and relationships on and off campus and acts as the GPAC Education and Engagement department liaison between these groups and the GPAC.
5. Identifies grant writing opportunities and develops grant proposals for GPAC Education and Engagement department. Responsible for providing documentation for and writing final grant reports.
6. Collaborates with the GPAC Communications and Marketing Department in the planning, coordination, and implementation of communication and marketing plans for the Education and Engagement department activities, events, and programs at GPAC.
7. Responsible for hiring, training, supervising, and motivating a strong and strategically-focused team, including but not limited to: Campus and Community Programs Manager, Education Coordinator, and student employees.
8. Performs other related duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Music, Theater, Dance, Arts Administration, Humanities, or closely related field.
Experience (yrs.)	7	Experience in programming, arts education, community engagement, and/or campus programming and engagement. Experience must include two (2) yrs. as a Manager, Assistant Director, or Director in programming, arts education, campus engagement, and/or community engagement. Experience with Word Excel Outlook and other Office 365 applications required (OneDrive SharePoint Teams etc. is preferred).

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Demonstrated extensive knowledge of professional performing arts programming, presenting, and arts education.

Experience working with professional artists and performers, contract negotiation and execution, event coordination, university systems, community organizations and schools, and granting agencies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Auburn University Job Description

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022

