AUBURN
Human Resources

Dir, Campus and Community Relations-GPAC

Job Description

JOB INFORMATION

Job Code	AB11
Job Description Title	Dir, Campus and Community Relations-GPAC
Pay Grade	TA12
Range Minimum	$68,480
33rd %	$86,740
Range Midpoint	$95,870
67th %	$105,000
Range Maximum	$123,260
Exemption Status	Exempt
Approved Date:	8/31/2026 11:56:51 AM

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Production & Administration

JOB SUMMARY

The Director of Campus and Community Relations at the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University, reporting to the Executive Director, GPAC, leads efforts to build and sustain relationships with Auburn University departments, campus partners, community organizations, civic partners, schools, businesses, and external clients. This position advances campus and community partnerships, supports assigned programs, and generates earned revenue through venue rentals. The Director supervises the Campus and Community Programs Coordinator and the Coordinator of Venue Sales and Rentals, aligning partnerships, program coordination, client cultivation, and rental revenue with GPAC's mission and long-term sustainability.

RESPONSIBILITIES

- Develops, implements, and oversees strategic initiatives that strengthen GPAC’s relationships with Auburn University, local and regional communities, schools, nonprofit organizations, civic partners, businesses, and other external stakeholders.
- Develops and sustains partnerships with Auburn University faculty, staff, students, colleges, departments, and campus organizations to integrate GPAC resources into academic, co-curricular, student, and institutional programs.
- Builds and maintains relationships with community organizations, nonprofits, civic partners, and businesses to support collaborative programming, public participation, and expanded GPAC reach throughout the region and state.
- Provides leadership and oversight for assigned venue rentals, including proactive sales strategies, client cultivation, rental inquiry management, accurate rental agreements, and customer service standards that support organizational revenue goals.
- Collaborates with internal GPAC teams, including Programming, Production, Patron Services, Communications and Marketing, and Administration, to ensure successful planning, communication, and delivery of campus programs, community programs, partnership activities, and rental events.
- Tracks participation, partnership activity, rental inquiries, confirmed rentals, revenue performance, and other departmental metrics. Prepares reports to assess impact, identify growth opportunities, and support data-informed planning.
- Represents GPAC at campus, community, and civic meetings; identifies and supports grant applications and reports; and contributes to long-term strategies that expand GPAC’s role as a hub for campus collaboration, community connection, arts participation, and rental revenue generation.
- Supervises assigned full-time, student, and program support staff; coordinates with the Executive Director, GPAC, and GPAC departments to ensure campus programs, community programs, partnerships, and assigned rental activities are communicated, staffed, evaluated, and continuously improved.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Music, Theater, Dance, Arts Administration, Humanities, or closely related field.	and	7 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated extensive knowledge of professional performing arts programming, presenting, and arts education.	And
Experience working with professional artists and performers, contract negotiation and execution, event coordination, university systems, community organizations and schools, and granting agencies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

Must be available to work evenings, weekends, and holidays based on performances, rentals, and programmatic schedules. This position is required to work on-site. This position may require more than 40 hours during a given work week.