AUBURN
Human Resources

Coord, GPAC Campus & Community Programs

Job Description

JOB INFORMATION

Job Code	AB17
Job Description Title	Coord, GPAC Campus & Community Programs
Pay Grade	TA05
Range Minimum	$37,510
33rd %	$42,510
Range Midpoint	$45,010
67th %	$47,510
Range Maximum	$52,510
Exemption Status	Exempt
Approved Date:	9/11/2026 2:18:09 PM
Legacy Date Last Edited	11/2/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Campus and Community Programs Coordinator is responsible for the coordination and execution of campus and community engagement and educational initiatives for the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University. The position nurtures education and engagement initiatives with faculty, staff, and students while building and sustaining arts learning programs for people of all ages in the community, region, and state. The Campus and Community Programs Coordinator works with colleagues across Auburn University, to implement interdisciplinary arts programs supporting the mission, vision, and goals of the university.

RESPONSIBILITIES

- Implements and evaluates GPAC community engagement programming, including artist residencies, master classes, workshops, lectures, cross-curricular university-based student opportunities, and other educational initiatives that engage diverse communities in the arts while strengthening the University's mission of instruction, research, and engagement.
- Fulfills and evaluates campus and community learning programs in conjunction with GPAC visiting artists' performances, which may include pre-show lecture/demonstrations and activities; post-show question and answer sessions and events; film screenings; University and community nights; master classes; and other events that engage communities.
- Develops and nurtures collaborative working relationships on campus and in the community, region, and state that facilitate University and lifelong learning experiences in the performing arts.
- Collaborates with the GPAC Director of Education and Engagement and other University colleagues to develop, nurture, and evaluate the GPAC Student Advisory Council.
- Actively participates in investigating, preparing, managing, and evaluating grants to support GPAC's campus and community program initiatives.
- Collaborates with the GPAC communications and marketing department to recommend content channels and deliverables for campus and community engagement, events and educational initiatives on campus, in the community, region, and state.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Degree in Business Communications, Public relations, Arts Administration, Humanities, Music, Theatre, Dance, Visual Arts or related area.	and	0 years of	Experience in campus and community-based work or in arts administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of professional performing arts programming, presenting, and arts education.	And
Professional experience working with performing artists, in arts administration, or higher education preferred.	And
Strong communication and interpersonal skills. Cross-cultural communication competence and sensitivity.	And
Knowledge and enthusiasm for the performing arts.	And
Detail-oriented with the ability to handle multiple projects simultaneously and succeed in a fast-paced environment.	And
A positive, confident, and friendly manner with a willingness to interact with a wide variety of audiences.	

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			10
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
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.

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.