

JOB INFORMATION

Job Code	AB34
Job Description Title	GPAC Education Coordinator
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Education and Engagement GPAC, the Education Coordinator is responsible for the planning, coordinating, and implementing of educational activities, events, and programs for K-12 students and educators, young people, and family audiences advancing the mission of the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University.

RESPONSIBILITIES

- Creates, plans, and coordinates K-12 and family activities, events, and programs for K-12 students and educators, young people, and family audiences.
- Schedules reservations, coordinates payments, and communicates with educators, schools, and centers of learning regarding participation and attendance at K-12 matinee performances at GPAC. Maintains accurate records.
- Conceptualizes and writes curriculum-based lesson plans, learning guides, and handbooks that align with GPAC activities, events, and programs. Collaborates with the GPAC Communications and Marketing Department in the design, editing, and creation of collateral.
- Act as liaison with city, state, and regional K-12 educators and administrators, coordinating and administering K-12 and family activities, events, and programs at GPAC.
- Collaborates with the GPAC Operations and Production Departments in the planning, coordination, and implementation of day-of-show processes and procedures for K-12 matinee performances at GPAC.
- Collaborates with the GPAC Communications and Marketing Department in the planning, coordination, and implementation of communication and marketing plans for K-12 and family activities, events, and programs at GPAC.
- Creates, manages, and reports qualitative and quantitative program evaluations through post-event surveys and other methods.

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.
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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 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 Music, Theatre, Dance, Arts Education, Arts Administration, or closely related field.		0 years of	Experience in developing and writing curriculum-based lesson plans, learning guides, and handbooks in an education and/or community engagement work setting is desired. Experience with Word, Excel, Outlook, and other Office 365 applications (OneDrive, SharePoint, Teams, etc.) is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of professional performing arts programming, presenting, and arts education.

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			
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.