AUBURN
Human Resources

Coord, GPAC K-12 and Family Programming

Job Description

JOB INFORMATION

Job Code	AB34
Job Description Title	Coord, GPAC K-12 and Family Programming
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:	10/2/2026 4:14:04 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Managing Director, GPAC, the Coordinator, K-12 and Family Programming is responsible for planning, coordinating, implementing, and evaluating GPAC's K-12 and family programming portfolio. The position supports programs for K-12 students and educators, young people, and family audiences in alignment with the mission, artistic programming, and audience development goals of the Jay and Susie Gogue Performing Arts Center at Auburn University. The position works closely with Campus and Community Relations, Communications and Marketing, Patron Services, Operations, and Production to ensure programs are effectively planned, communicated, staffed, delivered, and evaluated.

RESPONSIBILITIES

- Coordinates the planning and implementation of GPAC’s K-12 and family programming portfolio, including school matinee performances, family programs, related educational activities, and audience engagement opportunities for students, educators, young people, and family audiences.
- Coordinates school participation for K-12 matinee performances, including reservations, attendance tracking, payment coordination, educator communication, school and learning center correspondence, and maintenance of accurate participation records.
- Develops curriculum-based lesson plans, learning guides, handbooks, and other educational materials that align with GPAC performances, programs, and learning objectives for K-12 students, educators, and family audiences.
- Serves as a liaison with local, regional, and statewide K-12 educators, administrators, schools, and centers of learning to support participation in GPAC’s K-12 and family programming.
- Collaborates with Patron Services and Production in the planning, coordination, and implementation of front-of-house, ticketing, arrival, seating, day-of-show, and post-performance procedures for K-12 matinee performances and family programs.
- Collaborates with Communications and Marketing in the planning, development, editing, and distribution of promotional, educational, and informational materials for K-12 and family programs.
- Creates, manages, analyzes, and reports qualitative and quantitative program evaluations through post-event surveys, educator feedback, attendance data, and other assessment methods to support continuous improvement and institutional reporting.
- Supports artist and program logistics related to K-12 and family programming, including coordination of schedules, materials, internal communication, and program-specific needs.

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 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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.