AUBURN
Human Resources

Coord, GPAC Operations & Events

Job Description

JOB INFORMATION

Job Code	AB35
Job Description Title	Coord, GPAC Operations & Events
Pay Grade	TA05
Range Minimum	$37,510
33rd %	$42,510
Range Midpoint	$45,010
67th %	$47,510
Range Maximum	$52,510
Exemption Status	Non-Exempt
Approved Date:	1/26/2024 10:14:46 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Gogue Performing Arts Center (GPAC) Operations, the Coord, GPAC Operations & Events assists programs and processes that support facility rentals, performance and internal and external events, and related functions.

RESPONSIBILITIES

- Working with internal university and external clients, assists in providing facility usage quotes and delivers rental agreements ensuring the best use of venues and resources in support of GPAC's mission.
- Assists in coordinating internal and external performances and events including, but not limited to, season announcement, donor and patron receptions, programming and education functions, events in support of GPAC scheduled performances, and other mission based external events.
- Assists event set-up logistics by coordinating guest lists and responses, rental equipment acquisition, catering, audio-visual, security, parking, cleaning, and event breakdown; ensuring the event operates in compliance with all applicable Auburn University and GPAC policies and procedures.
- May serve as a point of contact for internal and external constituents including caterers, equipment rental companies, and other suppliers ensuring event contract specifications are carried out. Assists in communicating with other GPAC departments keeping them informed of the event planning process, monitoring event budgets, and answering questions.
- Provides positive and accurate information and customer service in response to inquiries and concerns. Actively resolves customer concerns in a polite, friendly, and helpful manner.

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 supervise employees but supervision is not the main focus of the job.

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	Business, Marketing, Communications, Public Relations, Event Planning, Hospitality Management, or relevant field is desired.	and	0 years of	Experience in event management, customer service, or administrative support support services.	Or
High School Diploma or GED			4 years of	Experience in event management, customer service, or administrative support support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to maintain effective interpersonal relationships.	
Ability to communicate effectively in both oral and written form.	
Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner.	
Demonstrated ability to work effectively on a team.	
Basic math knowledge.	
Basic computer operating systems knowledge.	
Event protocols and etiquette knowledge.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Cardiopulmonary Resuscitation (CPR)		within 30 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		50 lbs
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 temperatures				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards					X
Wet and/or humid				X	
Noise					X
Chemical				X	
Dusts				X	
Poor ventilation				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.