AUBURN
Human Resources

Performing Arts Series Coordinator - GPAC

Job Description

JOB INFORMATION

Job Code	AB36
Job Description Title	Performing Arts Series Coordinator - GPAC
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:	9/11/2026 2:24:34 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Performing Arts Series Coordinator is responsible for the planning, coordinating, and fulfilling of visiting artist contracts and riders, logistics, hospitality, and travel at the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University.

RESPONSIBILITIES

- Coordinates and communicates with artists, artist managers, agents, and/or tour managers; GPAC departments; and 3rd party vendors to provide hospitality services for artists and tours while adhering to day of show schedules and budgets. Hospitality services include on-site catering, off-site shopping, ground transportation, hotel accommodations, and other logistical needs as agreed to in GPAC presented performance and event contracts and riders.
- Coordinates the business and financial transactions of artist and tour contracts and riders, including, but not limited to, vendor registration, disclosure statements, and purchasing card account reconciliations.
- Collaborates with the GPAC departments in the planning, coordination, and implementation of day-of-show processes and procedures for GPAC presented performances and events. Reports qualitative and quantitative program evaluations through post-event reports.
- Sets up and breaks down dressing rooms, green room, and other artist and tourist spaces for all GPAC presented performances and events. Liaise with the GPAC Operations and Production Departments to ensure orderly cleanliness and maintenance of all artist and tour spaces.
- Tracks and maintains the workflow of GPAC presented performance and event contracts and riders.
- Responsible for the purchase and maintenance of artist and tour hospitality supply inventory.

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 Mgmt., Hospitality Mgmt., Arts Administration, Public Relations, Non-profit Mgmt., or closely related field.		0 years of	Desired experience across multiple business and financial functions, including, but not limited to, accounting reconciliation; scheduling and logistics; and program evaluation. Desired experience working within the Arts Administration, Public Relations, Hospitality, or Non-profit industry.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Microsoft Word, Excel, Outlook, and other Office 365 applications.	
Knowledge of OneDrive, SharePoint, and Teams is desired.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CPR - Cardiac Pulmonary Resuscitation		within 180 Days	Required	And
	Automated External Defibrillator (AED) certification	within 180 Days	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.