AUBURN
Human Resources

Sr. Coord, GPAC Campus and Community Events

Job Description

JOB INFORMATION

Job Code	AB43
Job Description Title	Sr. Coord, GPAC Campus and Community Events
Pay Grade	TA06
Range Minimum	$38,710
33rd %	$45,160
Range Midpoint	$48,390
67th %	$51,610
Range Maximum	$58,060
Exemption Status	Non-Exempt
Approved Date:	10/2/2026 4:13:51 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Campus and Community Relations, the Senior Coordinator, Campus and Community Events coordinates campus, community, internal, and external events at the Jay and Susie Gogue Performing Arts Center. This position supports venue rental activity, client communication, event planning, rental agreements, and coordination with GPAC departments to ensure successful event execution in alignment with GPAC's mission, policies, and service standards.

RESPONSIBILITIES

- Works with Auburn University partners, community organizations, and external clients to respond to event and rental inquiries, prepare facility usage quotes, coordinate rental agreements, and support appropriate use of GPAC venues and resources.
- Coordinates assigned campus, community, internal, and external events, including receptions, meetings, program-related activities, university events, community functions, events supporting GPAC scheduled performances, and other mission-based activities.
- Coordinates event logistics, including rental equipment, catering, audio-visual needs, parking communication, event set-up, and event breakdown in collaboration with GPAC departments and Auburn University partners. Ensures assigned events are planned and executed in compliance with applicable Auburn University and GPAC policies, guidelines, and standard operating procedures.
- Serves as a point of contact for assigned clients, campus partners, community partners, caterers, equipment rental companies, and other vendors to support event planning and execution. Communicates with GPAC departments regarding event needs, planning timelines, client expectations, budget information, and other relevant details.
- Provides responsive and professional service to assigned clients, campus partners, community partners, vendors, and event participants by email, telephone, and in person. Responds to questions, provides accurate event-related information, and helps resolve client and event-related concerns in alignment with GPAC standards.
- Creates run-of-show documents, event summaries, and planning materials for assigned GPAC events, rentals, and venue tours. Works with the Auburn University Campus Event Planning System to ensure assigned events are entered, approved, and compliant with applicable Auburn University policies and guidelines.

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.		2 years of	Event planning and management, public relations, or hospitality management is desired. Experience in the performing arts industry is preferred.	Or
High School Diploma or GED			6 years of	Event planning and management, public relations, or hospitality management is desired. Experience in the performing arts industry is preferred.	

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.	
Knowledge and application of advanced concepts for furniture arrangements of event set-ups.	
Accounting and budgeting principles.	
State and federal contract guidelines.	
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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
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.

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.