AUBURN
Human Resources

Managing Dir, GPAC
Job Description

JOB INFORMATION

Job Code	AB44
Job Description Title	Managing Dir, GPAC
Pay Grade	TA12
Range Minimum	$68,480
33rd %	$86,740
Range Midpoint	$95,870
67th %	$105,000
Range Maximum	$123,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	8/31/2026 12:05:15 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Managing Director of the Jay and Susie Gogue Performing Arts Center at Auburn University plays a pivotal role in overseeing and managing the organizational, financial, and programmatic business operations of the performing arts center. This role is instrumental in ensuring the center's continued success, financial stability, and delivery of exceptional artistic experiences for both the Auburn University community and external audiences.

RESPONSIBILITIES

- Oversees budgeting, financial planning, and reporting to ensure the fiscal health and sustainability of GPAC. Collaborates with GPAC staff and university departments to monitor expenditures, analyze financial performance, and make informed recommendations for resource allocation. Leads team members on financial and accounting functions such as payables, receivables, deposits, and show settlements. Maintains compliance with university financial policies and procedures.
- Continuously monitors financial performance and reporting, analyzes budget variances, and provides recommendations to optimize resource allocation, ensuring GPAC's financial sustainability and contributing to its ongoing success. Directs detailed financial analysis aiding in short- and long-term organizational planning and decision-making.
- Collaborates with the Executive Director to create and implementing procedures, guidelines, and initiatives to strengthen organizational efficiency. Promotes an environment of innovation and continuous improvement within business administration and programming functions.
- Works closely with the Executive Director, programming staff, and outside promoters to develop, implement, and manage programming strategies that align with the center’s artistic vision, financial requirements, patron demand, and organizational objectives. Manages show settlements for assigned performances and events, ensuring accuracy, timely completion, and alignment with contractual and financial requirements.
- Oversees artist contract administration, performance advancement, and artist hospitality for assigned performances and events. Reviews contracts for accuracy, technical requirements, GPAC-specific language, and Auburn University requirements; communicates relevant obligations to appropriate GPAC and university departments; and supervises staff responsible for advancing and fulfilling travel, hospitality, catering, transportation, accommodations, and other contractual requirements.
- Oversees the accuracy, coordination, and communication of GPAC’s master event calendar across all venues, ensuring timely and reliable scheduling information for staff, clients, prospective clients, university partners, and other stakeholders.

RESPONSIBILITIES

- Directs the operations of GPAC special events to include oversight of and input on all event planning, as assigned by the Executive Director, GPAC. Provides oversight and regularly updates GPAC departments and key stakeholders on event planning and direction.
- Supervises assigned full-time, TES, student, administrative, programming, and operations support staff; coordinates with the Executive Director, GPAC, and GPAC departments to ensure administrative functions, programming support, financial processes, contracts, calendars, and organizational priorities are communicated, staffed, evaluated, and continuously improved. Collaborates with division Human Resources Liaison to assist with human resources activities.

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	Supervises others with full supervisory responsibility.

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	in no specific discipline.	and	7 years of	experience in business administration, accounting, sales, hospitality management, contracts, or performance and event management	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Clearly demonstrated knowledge of performing arts business practices and fluency in the industry’s standards and processes.	
Progressively responsible administrative experience within the arts, culture, education, or entertainment sectors.	
Proven expertise in performing arts business practices and proficiency in the industry's standards and processes.	
Comprehensive understanding and application of business concepts, tools, and methodologies necessary for informed decision-making within the context of theater operations.	
Solid understanding of finance and accounting principles, financial analysis, and reporting, and the capability of applying this knowledge suitably across diverse contexts.	
Strong appreciation for accuracy and attention to detail, with the ability to process information meticulously and maintain high levels of precision.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Heartsaver First Aid CPR AED		within 90 Days	Required	And
	International Association of Venue Managers Academy for Venue Safety and Security and/or CVP or CVE certification		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			25 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			
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.

Travel Requirements:

In-State; Domestic; International

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.