AUBURN
Human Resources

Dir, Special Events

Job Description

JOB INFORMATION

Job Code	EA62
Job Description Title	Dir, Special Events
Pay Grade	MC13
Range Minimum	$82,730
33rd %	$104,790
Range Midpoint	$115,820
67th %	$126,850
Range Maximum	$148,910
Exemption Status	Exempt
Organizational use restricted to the following divisions	100 Office of the President
Approved Date:	3/18/2026 12:49:47 PM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Events

JOB SUMMARY

Directs and oversees comprehensive planning, management, and execution of high-profile special events in support of the Office of the President, the Board of Trustees Office, and the broader Auburn University community. Leads event strategy, operations, and staff to ensure exceptional experiences that advance the University's image and mission while fostering meaningful engagement among students, faculty, staff, alumni, donors, and community partners. Provides strategic guidance, operational oversight, and protocol leadership across event programming, budgeting, venue management, and stakeholder collaboration.

RESPONSIBILITIES

- Provides comprehensive operational oversight for a wide range of special events, including donor relations functions, faculty/staff and student events, President’s Suite activities for home football games, ceremonial and awards programs, and community engagement events. Directs programming, vendor and contract management, logistics, décor, venue operations, and event staff. Partners with internal and external clients to define event strategies, establish goals, and evaluate outcomes. Prepares timely event briefings for the Office of the President and the Board of Trustees Office.
- Directs the daily operations of Special Events, ensuring consistent oversight and input across all planning activities. Communicates regularly with key stakeholders regarding event progress and provides guidance on the use of the Campus Event Planning System (CEPS).
- Serves as the primary event liaison for campus and community clients. Works collaboratively with committees, groups, and individuals to ensure effective planning, adherence to policies and procedures, and proper protocol for each event. Oversees contract management as needed.
- Collaborates with the Executive Director to develop, manage, and monitor budgets for special events. Produces required financial and operational reports.
- Manages event-related inventory and supplies. Oversees the maintenance, cleanliness, and security of event venues—including the President’s Home and President’s Suite—and develops schedules for event setup, breakdown, and daily operational activity.
- Oversees the event schedule and master campus event calendar, ensuring accuracy and alignment. Provides timely updates to the President’s Office and Board of Trustees Office regarding event details, locations, schedules, and venue needs.
- Supervises event staff, including assigning responsibilities, scheduling, training, conducting performance evaluations, and managing employee relations.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Event Planning, Public Relations, Public Administration, Business, Hospitality Management, Communications, or relevant field.	and	7 years of	professional-level experience managing events and hospitality operations in a corporate or higher-education environment, including responsibility for budgeting, inventory oversight, scheduling, and strategic planning. Experience must include supervising or leading staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event strategy, logistics, protocol, vendor management, budgeting, and risk mitigation for high-profile university or executive-level events.	
Knowledge of institutional governance, campus event policies, executive-level communication expectations, and the roles of internal and external partners involved in major campus events.	
Skilled in planning, coordinating, and executing multiple complex events simultaneously, ensuring accuracy, timeliness, and alignment with institutional goals.	
Skilled in collaborating with diverse stakeholders, preparing executive briefings, and conveying event plans clearly to leadership, staff, vendors, and community partners.	
Ability to assign work, train employees, evaluate performance, and foster a productive, service-oriented team environment.	
Ability to assess needs quickly, resolve issues in real time, and maintain high standards of quality and protocol during fast-paced or high-visibility events.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 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 and distinguish colors.

Additional Special Requirements:

This position requires flexibility to support high-visibility Presidential and institutional priorities, including participation in evening, weekend, and after-hours engagements as dictated by the needs of the Office of the President and major University initiatives.