AUBURN
Human Resources

Admstr, Band Program

Job Description

JOB INFORMATION

Job Code	EH03
Job Description Title	Admstr, Band Program
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/2/2024

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Administrator, Band Program is responsible for the coordination of the administrative aspects for the Auburn University Band Program.

RESPONSIBILITIES

- Responsible for coordination of band activities including; overseeing advertising, and working with the webmaster to develop applications. Track applicants, answer emails, deposit application fees, and record payments. Oversees participant selection, and communicates with participants and band directors. Handle email communications, record participation fees, and deposit funds for all band events.
- Organizes the logistics of events, including but not limited to, arranging hotel reservations, ordering meals, negotiating contracts with vendors, and coordinating volunteer services. Tasks also include entering all events into the campus recording system, reserving spaces, and arranging parking.
- Designs concert programs and invitations, composes press releases, develops and maintains participant lists, and prepares event summaries.
- Maintains and monitors the budgets for all band-related groups as well as prepares financial reports and updates stakeholders.
- Schedules auditions and student visits. Meets with prospective students when directors are not available.
- Coordinates the purchase and/or maintenance of equipment, sheet music, and inventories.
- Assists the Auburn University Marching Band at home football games. In addition, this position coordinates the ordering of marching band uniforms, as well as practice uniforms, and assists with the maintenance of instruments.
- Oversees scholarship offers and budgets for the AU Band, AU Choirs, and Department of Music. Track budgets and discuss with directors and chair.
- Prepares travel/expense vouchers, answers telephone and greets guests, orders supplies, maintains inventory and completes purchase orders. Serves as liaison between current students, potential students, parents, and directors.
- Coordinates study abroad trips and works with students and band staff to ensure that all requirements are met including training, obtaining passports, and completing paperwork.

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	with no specific discipline is required.	and	4 years of	experience working in a musical environment and coordinating 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			
Sitting				X		
Lifting			X			Up to 25 pounds
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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