
Auburn University Job Description

Job Title: **Coord, GPAC Campus & Community Programs** Grade TA05 \$33,400 - \$46,800

Job Code: **AB17**

FLSA status: Exempt

Job Family: Theatre & Arts

Job Function: Production & Administration

Job Summary

The Campus and Community Programs Coordinator is responsible for the coordination and execution of campus and community engagement and educational initiatives for the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University. The position nurtures education and engagement initiatives with faculty, staff, and students while building and sustaining arts learning programs for people of all ages in the community, region, and state. The Campus and Community Programs Coordinator works with colleagues across Auburn University, to implement interdisciplinary arts programs supporting the mission, vision, and goals of the university.

Essential Functions

1. Implements and evaluates GPAC community engagement programming, including artist residencies, master classes, workshops, lectures, cross-curricular university-based student opportunities, and other educational initiatives that engage diverse communities in the arts while strengthening the University's mission of instruction, research, and engagement.
2. Fulfills and evaluates campus and community learning programs in conjunction with GPAC visiting artists' performances, which may include pre-show lecture/demonstrations and activities; post-show question and answer sessions and events; film screenings; University and community nights; master classes; and other events that engage communities.
3. Develops and nurtures collaborative working relationships on campus and in the community, region, and state that facilitate University and lifelong learning experiences in the performing arts.
4. Collaborates with the GPAC Director of Education and Engagement and other University colleagues to develop, nurture, and evaluate the GPAC Student Advisory Council.
5. Actively participates in investigating, preparing, managing, and evaluating grants to support GPAC's campus and community program initiatives.
6. Collaborates with the GPAC communications and marketing department to recommend content channels and deliverables for campus and community engagement, events and educational initiatives on campus, in the community, region, and state.
7. Performs other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-------------------|---|
| Education | Bachelor's Degree | Degree in Business Communications, Public relations, Arts Administration, Humanities, Music, Theatre, Dance, Visual Arts or related area. |
| Experience (yrs.) | 0 | Experience in campus and community-based work or in arts administration. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of professional performing arts programming, presenting, and arts education.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Professional experience working with performing artists, in arts administration, or higher education preferred; Gifted communicator with exceptional interpersonal skills and cross-cultural communication competence and sensitivity; Knowledge and enthusiasm for the performing arts; Detail-oriented with the ability to handle multiple projects simultaneously and succeed in a fast-paced environment; A positive, confident, and friendly manner with a willingness to interact with a wide variety of audiences.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/2/2023
