
Auburn University Job Description

Job Title: **GPAC Education Coordinator**

Job Family: No Family

Job Code: **AB34**

Grade TA05 \$33,400 - \$46,800

FLSA status: Exempt

Job Summary

Reporting to the Director of Education and Engagement GPAC, the Education Coordinator is responsible for the planning, coordinating, and implementing of educational activities, events, and programs for K-12 students and educators, young people, and family audiences advancing the mission of the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University.

Essential Functions

1. Creates, plans, and coordinates K-12 and family activities, events, and programs for K-12 students and educators, young people, and family audiences.
2. Schedules reservations, coordinates payments, and communicates with educators, schools, and centers of learning regarding participation and attendance at K-12 matinee performances at GPAC. Maintains accurate records.
3. Conceptualizes and writes curriculum-based lesson plans, learning guides, and handbooks that align with GPAC activities, events, and programs. Collaborates with the GPAC Communications and Marketing Department in the design, editing, and creation of collateral.
4. Act as liaison with city, state, and regional K-12 educators and administrators, coordinating and administering K-12 and family activities, events, and programs at GPAC.
5. Collaborates with the GPAC Operations and Production Departments in the planning, coordination, and implementation of day-of-show processes and procedures for K-12 matinee performances at GPAC.
6. Collaborates with the GPAC Communications and Marketing Department in the planning, coordination, and implementation of communication and marketing plans for K-12 and family activities, events, and programs at GPAC.
7. Creates, manages, and reports qualitative and quantitative program evaluations through post-event surveys and other methods.
8. Performs other related 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	Four-year college degree	Degree in Music, Theatre, Dance, Arts Education, Arts Administration, or closely related field.
Experience (yrs.)	0	Experience in developing and writing curriculum-based lesson plans, learning guides, and handbooks in an education and/or community engagement work setting is desired. Experience with Word, Excel, Outlook, and other Office 365 applications (OneDrive, SharePoint, Teams, etc.) is desired.

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

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Date: 11/10/2022
