

JOB INFORMATION

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| Job Code | AB35 |
| Job Title | Coord, GPAC Operations & Events |
| Pay Grade | TA05 |
| Range Minimum | \$33,400 |
| 33rd % | \$37,867 |
| Range Midpoint | \$40,100 |
| 67th % | \$42,333 |
| Range Maximum | \$46,800 |
| Exemption Status | Non-exempt |
| Date Last Edited: | 1/26/2024 10:40:00 AM |
| Legacy Date Last Edited | |

JOB FAMILY AND FUNCTION

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|--------------------|----------------------------------|
| Job Family: | Theatre & Arts |
| Job Function: | Production & Administration |
| EEO Position Group | 63D - Prof w/Other Spec GM<64625 |

JOB SUMMARY

Reporting to the Director of Gogue Performing Arts Center (GPAC) Operations, the Coord, GPAC Operations & Events assists programs and processes that support facility rentals, performance and internal and external events, and related functions.

RESPONSIBILITIES

- Working with internal university and external clients, assists in providing facility usage quotes and delivers rental agreements ensuring the best use of venues and resources in support of GPAC's mission.
- Assists in coordinating internal and external performances and events including, but not limited to, season announcement, donor and patron receptions, programming and education functions, events in support of GPAC scheduled performances, and other mission based external events.
- Assists event set-up logistics by coordinating guest lists and responses, rental equipment acquisition, catering, audio-visual, security, parking, cleaning, and event breakdown; ensuring the event operates in compliance with all applicable Auburn University and GPAC policies and procedures.
- May serve as a point of contact for internal and external constituents including caterers, equipment rental companies, and other suppliers ensuring event contract specifications are carried out. Assists in communicating with other GPAC departments keeping them informed of the event planning process, monitoring event budgets, and answering questions.
- Provides positive and accurate information and customer service in response to inquiries and concerns. Actively resolves customer concerns in a polite, friendly, and helpful manner.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|---|----|
| Bachelor's Degree | Business, Marketing, Communications, Public Relations, Event Planning, Hospitality Management, or relevant field is desired. | And | 0 years of | | Or |
| High School | | | 4 years of | Experience in event management, customer service, or administrative support services. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Ability to maintain effective interpersonal relationships. | |
| Ability to communicate effectively in both oral and written form. | |
| Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner. | |
| Demonstrated ability to work effectively on a team. | |
| Basic math knowledge. | |
| Basic computer operating systems knowledge. | |
| Event protocols and etiquette knowledge. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------------------|--------------------------------|----------------|------------------|
| Cardiopulmonary Resuscitation (CPR) | | within 30 Days | Required |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|----------------|
| Physical Demands Category: | Labor & Trades |
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PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | X | | | | |
| Lifting | | | | X | | 50 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 and distinguish colors.