
Auburn University Job Description

Job Title: **Dir, Ath Hospty & Spec Evts**

Job Family: No Family

Job Code: **BA64**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Manages, develops, and evaluates programs and activities related to premium seating and special events for assigned athletic facilities.

Essential Functions

1. Manages and supports the premium seating areas for assigned Auburn athletic facilities.
2. Oversees the support activities (catering and cleaning) of the hospitality venues and the premium seating areas in Auburn athletic facilities on game days and for special events.
3. Assists with the organization and management of ticket renewals for Auburn Executive Suites.
4. Oversees the correspondence for the office of Premium Seating and Hospitality through all current communication mediums.
5. Coordinates and assists with various events at the Auburn Arena.
6. Manages, oversees, and organizes event logistics that may include but is not limited to invitations, programs, securing vendors for rentals, entertainment, and security for Auburn athletic events.
7. Ensures that all staff assigned to the premium seating areas of Athletic facilities is properly trained.
8. Manages, plans, and coordinates the Tigers Unlimited Football Away Games Travel Package program.
9. Assists with coordinating and marketing other donor programs as needed.

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.

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 Business, Marketing, Management, Sports Administration, or related field
Experience (yrs.)	4	Experience in event planning, public relations, and/or sports administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of hospitality management to include event planning and scheduling.

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, and lifting up to 50 pounds.

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

Date: 3/24/2014
