

JOB INFORMATION

Job Code	BB26A
Job Title	Spec I, Special Events
Pay Grade	MC08
Range Minimum	\$45,000
33rd %	\$54,000
Range Midpoint	\$58,500
67th %	\$63,000
Range Maximum	\$72,000
Exemption Status	Exempt
Approved Date:	3/20/2024 10:14:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Events

JOB SUMMARY

Develops, coordinates, oversees, supports, and evaluates special events hosted on behalf of Auburn University.

RESPONSIBILITIES

- Evaluates rental space for special events and provides proposals for the best use of the space including but not limited to pricing, set up capabilities, and amenities.
- Responsible for developing and implementing special event marketing plans which include creating all marketing aspects for special event rental space such as brochures, cards, social media, and websites.
- Prepares event planning resource guides for prospective clients to include general information as well as maps/diagrams of event spaces, costs associated with renting spaces, production capabilities, and food and beverage options.
- Meets with clients to discuss and finalize rental agreements.
- Oversees and organizes event logistics that may include but is not limited to invitations, programs, securing vendor rentals, entertainment, audiovisual needs, and event security.
- Oversees support activities for events such as set-up, catering, cleaning, breakdown, etc. ensuring the event operates without disruption.
- Oversees the daily operation of the office which includes but is not limited to communications to clients and potential clients through all available mediums, preparing reports, completing projects, and ensuring that all assigned projects are on schedule.
- Forecasts, implements, and oversees all budget operations associated with special events.
- Responsible for the development and implementation of a service plan designed to reach service goals for all special events.
- Provides guidance for special events staff to include full-time, part-time, students, and volunteers.
- Complies with all applicable regional and national regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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	Marketing, Communications, Public Relations, Business Administration, or other related field	And	2 years of	Event planning, event management, public relations	

Substitutions Allowed for Experience Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of various communications mediums and event planning.

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			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 cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		

WORKING ENVIRONMENT

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

Vision Requirements:

Ability to see information in print and/or electronically.