



JOB INFORMATION

Job Code	EA62
Job Description Title	Dir, Special Events
Pay Grade	MC12
Range Minimum	\$70,880
33rd %	\$89,780
Range Midpoint	\$99,240
67th %	\$108,690
Range Maximum	\$127,590
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/8/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs a wide range of special events in support of the Office of the President, Board of Trustees Office, and the Auburn University Campus and community at large designed to enhance the image and mission of the University and increase meaningful interaction among administration, students, faculty/staff, alumni and friends.

RESPONSIBILITIES

- Provides full operational oversight to a wide range of special events, including but not limited to: donor relations, faculty/staff and student events, President’s Suite for home football games, ceremonial and awards events and community relations events. Responsible for directing programming, contract and vendor management, logistics, décor, venue management, event operations, and event staff. Collaborates with internal/external clients to define overall event strategies. Defines and monitors event outcomes, ensuring goals are achieved and/or exceeded. Prepares event briefings in a timely manner for the Office of the President and Board of Trustees Office.
- Directs the daily operations of Special Events to include oversight and input to all event planning. Regularly updates key stakeholders on event plans. Provides regular oversight and direction to key stakeholders using the Campus Event Planning System (CEPS).
- Serves as primary event contact for campus clients and community. Collaborates with committees, groups and individuals to ensure effective planning, policy and procedural oversight and protocol is achieved in the execution of each event. Provides effective contract management when needed.
- Collaborates with the Executive Director on developing and monitoring budgets for special events. Creates regular reports as required.
- Effectively manage event related inventory supplies. Creates regular reports as required. Actively monitors event venues, including the President's Home and President's Suite, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event set up, breakdown, and day-to-day event related activity.
- Oversees event schedule and master event campus calendar ensuring accuracy. Informs and updates the President's Office and Board of Trustees Office regarding event details, location, scheduling, and venues
- Oversees event staff to include assignments and responsibilities, scheduling, training, event and performance reviews. Effectively manage employee relations.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Event Planning, Hospitality Management, Public Relations, Public Administration, Business, Communication, or relevant field.	And	5 years of	Professional level experience managing events and hospitality in a corporate or higher education setting to include budgeting, inventory, scheduling, and strategic planning. Experience must include supervising or leading staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge.	
Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
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		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.