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## Auburn University Job Description

Job Title: **Administrator, Band Program**

Grade AA09 \$45,100 - \$72,200

Job Code: **EH03**

FLSA status: Exempt

Job Family: Academic Services & Administration

Job Function: Operational Support

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### Job Summary

The Administrator, Band Program is responsible for the coordination of the administrative aspects for the Auburn University Band Program.

### Essential Functions

1. Responsible for coordination of band activities including; oversees advertising, works with webmaster to develop applications. Track applicants, answer emails, deposit application fees, record payments. Oversee participant selection, communicate with participants and band directors. Handle email communications, record participation fees and deposits funds for all band events.
2. Organizes the logistics of events, to include but not limited to, arranging hotel reservations, ordering meals, and negotiating contracts with vendors, and coordinating volunteer services. Tasks also include entering all events into the campus recording system, and reserves spaces and arranges parking.
3. Designs concert programs and invitations, composes press releases, develops and maintains participant lists, and prepares event summaries,
4. Maintains and monitors the budgets for all band related groups as well as prepares financial reports and updates stakeholders.
5. Schedules auditions and student visits. Meets with prospective students when directors are not available.
6. Coordinates the purchase and/or maintenance of equipment, sheet music, and inventories.
7. Assists the Auburn University Marching Band at home football games. In addition, this position coordinates the ordering of marching band uniforms, as well as practice uniforms and assists with the maintenance of instruments.
8. Oversees scholarship offers and budgets for the AU Band, AU Choirs, and Department of Music. Track budgets and discuss with directors and chair.
9. Prepares travel/expense vouchers, answers telephone and greets guests, orders supplies, maintains inventory, and completes purchase orders. Serves as liaison between current students, potential students, parents and directors.
10. Coordinates study abroad trips, and works with students and band staff to ensure that all requirements are met including training, obtaining passports, and completing paperwork.

### 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>
<b>Education</b>	Bachelor's Degree	Bachelor's Degree with no specific discipline is required.
<b>Experience (yrs.)</b>	4	Experience working in a musical environment and coordinating events.

#### 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

#### Certification or Licensure Requirements

None Required.

#### Pre-Employment Screening Requirements

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### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 25 pounds.

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

Date: 1/2/2024

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