
Auburn University Job Description

Job Title:	Dir, Programming & Edu GPAC	Job Family:	No Family
Job Code:	AB11	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Serves as the Director of Programming and Education for the Jay and Susie Gogue Performing Arts Center (GPAC). Under the direction of the Executive Director, responsible for executing the artistic vision of the Executive Director by programming a comprehensive and diverse season lineup for the GPAC's annual season, gala, special activities, and curated festivals. Directs and coordinates all activities related to contracted artistic performances and operations.

Essential Functions

1. Establishes the guiding principles of GPAC's programming, including the character and makeup of single-night performances and the annual series under the artistic leadership of the Executive Director and support from staff. Coordinates with artist management companies to secure talent line-up for the GPAC's season, gala, special events, and curated festivals.
 2. Provides creative and innovative leadership for the continued enhancement of GPAC's programming by continuously researching artists, artistic and presenting trends, and artist management companies to identify new programming directions and sources. Balances artistic programming selections with institutional goals.
 3. Develops, implements, and manages all educational and engagement programs for the GPAC. Oversees all program events and experiences and manages logistics of activities and engagement opportunities. Creates and fosters partnerships and relationships on and off campus and acts as the educational liaison between these groups and the GPAC.
 4. Provides vision and programming support to the Executive Director, to include review of potential performers for all performances including education and community engagement opportunities and to strategize short-term and long-term goals for the programming of the GPAC presented events as it relates to the overall institutional direction of the Gogue Center.
 5. Oversees budget and goal objectives for the Programming and Education department. Works diligently to ensure that all expenditures fall within the set budgets and to maximize a positive net outcome. Strategically works with the Director of Marketing and Communications and Executive Director to execute marketing, branding, and promotional activities to maximize revenue goals.
 6. Responsible for receiving artist contracts from artist management companies and reviews for accuracy, technical detail, and verbiage that is unique to GPAC and Auburn University. Negotiates terms that are favorable to the GPAC and Auburn University. Communicates effectively the pertinent sections of contracts to appropriate GPAC departments. Coordinates the performances with the Production Department to ensure contractual obligations to all parties are fulfilled while protecting the interests of GPAC and Auburn University.
 7. Ensures that all aspects of artist hospitality, as required by contracts, are met by the GPAC in a courteous and timely manner. Advances all travel and hospitality requirements to include accommodations, catering, transportation, and any other contractual requirements.
 8. Identifies grant writing opportunities and develops grant proposals. Responsible for providing documentation for and writing final grant reports.
 9. Responsible for hiring, training, supervising, and motivating a strong and strategically-focused team, including but not limited to: Artist Services, Education, and Engagement Coordinators.
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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 Music, Theater, Dance, Arts Administration, Humanities, Business, Communications, Public Relations, or relevant to position.
Experience (yrs.)	10	Experience in professional performing arts programming, presenting, and arts education. Must have experience as an Executive Director, Managing Director, Director of Programming, Director of Education, Director of Engagement, or comparable for a minimum of seven years at a professional performing arts presenting facility/organization where a majority of workload is professional performing arts presenting (including touring Broadway) and arts education (including family programming).

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
Extensive knowledge of professional performing arts programming, presenting, and arts education.
Experience working with professional artists and performers, contract negotiation and execution, event coordination, university systems, community organizations and schools, and granting agencies.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

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Date: 3/14/2018

