Auburn University Job Description

Job Title: Dir, Arena Special Events
Job Code: BA47*
FLSA status: Exempt

Job Summary
Directs and coordinates the operations of the non-basketball related activities in the arena as well directs the Tigers Unlimited priority basketball ticket program.

Essential Functions
1. Directs all aspects of the Tigers Unlimited basketball ticket priority renewal.
2. Directs and manages the Tigers Unlimited hospitality for premium areas in the Auburn Arena.
3. Manages non-basketball special events in the Auburn Arena.
4. Organizes and manages event logistics that may include but is not limited to invitations, programs, securing vendors for rentals, entertainment, and security for the Auburn Arena.
5. Manages the Athletics Director's Club for the Athletics Department and the tailgate Suites in the Auburn Arena.
6. Serves as the co-editor of the Tiger's Unlimited quarterly magazine.
7. Creates budget, handles invoices, and keeps records.
8. Resolves inquiries and customer problems that involve the Auburn Arena.
9. Responsible for maintaining the Tiger's Unlimited website, including posting content, etc.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<td>Degree in Communications, Marketing, Hospitality, Management, Sports Management or related field</td>
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Experience (yrs.) 5 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
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.

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 sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2010