Auburn University Job Description

Job Title: Spec, Special Events  Level I  Grade 32 $35,000 - $58,400
Job Code: BB26  Level II  Grade 33 $39,300 - $65,500
FLSA status: Exempt

Job Summary
Coordinates, oversees, supports, and evaluates special events for Auburn University Athletics.

Essential Functions
1. Evaluates Auburn Athletics 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.
2. 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.
3. 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.
4. Meets with clients to discuss and finalize rental agreements.
5. Manages and organizes event logistics that may include, but is not limited to, invitations, programs, securing vendor rentals, entertainment, audiovisual needs and event security.
6. Oversees support activities for events such as set-up, catering, cleaning, breakdown, etc. ensuring the event operates without disruption.
7. Oversees the daily operation of the office, which includes but is not limited to, communications to clients and potential clients through all available medium, preparing reports, completing projects, and ensuring that all assigned projects are on schedule.
8. Forecasts, implements, and oversees all budget operations associated with special events, which includes the Auburn Arena special events budget.
9. Responsible for the development and implementation of a service plan designed to reach service goals for all special events.
10. Provides overall management for special events staff to include full-time, part-time, students, and volunteers.

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.
# Auburn University Job Description

## Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelors degree in discipline appropriate to position plus 2 years experience.</td>
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<td>II</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience* section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelors degree in discipline appropriate to position plus 2 years experience.

Level II  Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

<table>
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<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>Degree in Marketing, Communications, Public Relations, Business Administration, or related field</td>
<td>Experience in event planning, event management, public relations or sports administration</td>
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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 various communications mediums, event planning, and National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations as they relate to event operations.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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, handling objects with hands, and lifting up to 50 pounds.

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

Date: 4/16/2013