

JOB INFORMATION

Job Code	AB11
Job Description Title	GPAC Dir, Educ & Engagement
Pay Grade	TA12
Range Minimum	\$67,800
33rd %	\$85,880
Range Midpoint	\$94,920
67th %	\$103,960
Range Maximum	\$122,040
Exemption Status	Exempt
Approved Date:	5/16/2024 4:04:44 PM

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Production & Administration

JOB SUMMARY

The Director of Education and Engagement at the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University, reporting to the GPAC Executive Director, is responsible for executing the development, implementation, and management of educational initiatives and campus and community engagement at the GPAC supporting the needs of the campus, community, region, and state; local and regional school systems; as well as the integration of interdisciplinary arts education programs supporting the mission, vision, and goals of Auburn University.

RESPONSIBILITIES

- Manages the GPAC Education and Engagement department by developing, implementing, and directing education and engagement activities, events, and programs. Oversees and directs all educational and engagement activities, events, and programs while managing logistics in collaboration with GPAC departments.
- Provides support to the GPAC Executive Director in assessment of potential season artists and performers for education and campus & community engagement activities, events, and programs.
- Strategizes, creates, and delivers short-term and long-term goals for the GPAC education and engagement department. Reports qualitative and quantitative program evaluations through post-event surveys and other methods.
- Creates and fosters partnerships and relationships on and off campus and acts as the GPAC Education and Engagement department liaison between these groups and the GPAC.
- Identifies grant writing opportunities and develops grant proposals for GPAC Education and Engagement department. Responsible for providing documentation for and writing final grant reports.
- Collaborates with the GPAC Communications and Marketing Department in the planning, coordination, and implementation of communication and marketing plans for the Education and Engagement department activities, events, and programs at GPAC.
- Responsible for hiring, training, supervising, and motivating a strong and strategically-focused team, including but not limited to: Campus and Community Programs Coordinator, Education Coordinator, and student employees.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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 Music, Theater, Dance, Arts Administration, Humanities, or closely related field.	and	7 years of	Experience in programming, arts education, community engagement, and/or campus programming and engagement. Experience must include two (2) yrs. as a Manager, Assistant Director, or Director in programming, arts education, campus engagement, and/or community engagement.

Substitutions Allowed for Education	Yes
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Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.