
Auburn University Job Description

| | | | |
|--------------|--|-------------|---------------------|
| Job Title: | GPAC Campus & Comm Prog Mgr | Job Family: | No Family |
| Job Code: | AB17 | Grade 32: | \$35,000 - \$58,400 |
| FLSA status: | Exempt | | |

Job Summary

The Campus and Community Programs Manager for the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University is responsible for the administration, coordination, and execution of campus and community engagement and educational initiatives supporting the annual season, galas, special events, and curated festivals. The position creates, manages, and nurtures education and engagement initiatives with faculty, staff, and students while building and sustaining arts learning programs for people of all ages in the community, region, and state. The Campus and Community Programs Manager works with colleagues across the Auburn University Arts District, including the Jule Collins Smith Museum of Fine Arts (JCSM), to design and implement interdisciplinary arts programs supporting the mission, vision, and goals of Auburn University.

Essential Functions

1. Creates, implements, manages, and evaluates GPAC community engagement programming, including artist residencies, master classes, workshops, lectures, cross-curricular student opportunities, K-12 programs, and other educational initiatives that engage diverse communities in arts learning opportunities while strengthening the University's mission of instruction, research, and engagement.
2. Creates, implements, manages, and evaluates campus and community learning programs in conjunction with GPAC visiting artists' performances, which include pre-show lecture/demonstrations and activities; post-show question and answer sessions and events; film screenings; University and community nights; K-12 programs; and other events that engage diverse communities
3. Develops, maintains, and nurtures collaborative working relationships on campus and in the community, region, and state that facilitate K-12, University, and lifelong learning education and engagement experiences through GPAC and Arts District programming and curation.
4. Collaborates with the GPAC Director of Programming and Education and other University colleagues to develop, maintain, nurture, and evaluate the GPAC Student Advisory Council that facilitates cross-curricular opportunities with GPAC for students at Auburn University.
5. Manages the community engagement budget to include the tracking of income and expenditures, reporting on its progress throughout the fiscal year to the GPAC Director of Programming and Education.
6. Investigates, prepares, manages, and evaluates grants to support GPAC's community and education initiatives.
7. Collaborates with the GPAC communications and marketing department to recommend content channels and deliverables for campus and community engagement, events and educational initiatives on campus, in the community, region, and state.
8. Performs other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance

Auburn University Job Description

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

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.) | 2 | Experience in arts administration or education, working with artists, or other community-based work. |

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

Knowledge of professional performing arts programming, presenting, and arts education.

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, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 6/18/2019
