
Auburn University Job Description

Job Title: **Performing Arts Series Coordinator- GPAC** Job Family: No Family
Job Code: **AB36** Grade TA05 \$33,400 - \$46,800
FLSA status: Non-exempt

Job Summary

The Performing Arts Series Coordinator is responsible for the planning, coordinating, and fulfilling of visiting artist contracts and riders, logistics, hospitality, and travel at the Jay and Susie Gogue Performing Arts Center (GPAC) at Auburn University.

Essential Functions

1. Coordinates and communicates with artists, artist managers, agents, and/or tour managers; GPAC departments; and 3rd party vendors to provide hospitality services for artists and tours while adhering to day of show schedules and budgets. Hospitality services include on-site catering, off-site shopping, ground transportation, hotel accommodations, and other logistical needs as agreed to in GPAC presented performance and event contracts and riders.
2. Coordinates the business and financial transactions of artist and tour contracts and riders, including, but not limited to, vendor registration, disclosure statements, and purchasing card account reconciliations.
3. Collaborates with the GPAC departments in the planning, coordination, and implementation of day-of-show processes and procedures for GPAC presented performances and events. Reports qualitative and quantitative program evaluations through post-event reports.
4. Sets up and breaks down dressing rooms, green room, and other artist and tourist spaces for all GPAC presented performances and events. Liaise with the GPAC Operations and Production Departments to ensure orderly cleanliness and maintenance of all artist and tour spaces.
5. Tracks and maintains the workflow of GPAC presented performance and event contracts and riders.
6. Responsible for the purchase and maintenance of artist and tour hospitality supply inventory.
7. Performs other duties as assigned.

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.

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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 Business Mgmt., Hospitality Mgmt., Arts Administration, Public Relations, Non-profit Mgmt., or closely related field.
Experience (yrs.)	0	Desired experience across multiple business and financial functions, including, but not limited to, accounting reconciliaion; scheduling and logistics; and program evaluation. Desired experience working within the Arts Administrtrtion, Public Relations, Hospitality, or Non-profit industry.

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 Microsoft Word, Excel, Outlook, and other Office 365 applications.
Knowledge of OneDrive, SharePoint, and Teams is desired.

Certification or Licensure Requirements

CPR and Automated External Defibrillator (AED) certifications required or must be obtained within the first 180 days of employment.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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

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

Ability to see information in print and/or eletronically.

Date: 11/10/2022
