

JOB INFORMATION

Job Code	AB44
Job Description Title	Managing Dir, GPAC
Pay Grade	TA12
Range Minimum	\$67,800
33rd %	\$85,880
Range Midpoint	\$94,920
67th %	\$103,960
Range Maximum	\$122,040
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	4/11/2024 11:19:18 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position oversees and manages the organizational, financial, and programmatic business operations of the Jay and Susie Gogue Performing Arts Center (GPAC). The role is instrumental in ensuring GPAC's continued success, financial stability, and delivery of exceptional artistic experiences for both the Auburn University community and external audiences.

RESPONSIBILITIES

- Oversees budgeting, financial planning, and reporting to ensure the fiscal health and sustainability of GPAC. Collaborates with GPAC staff and university departments to monitor expenditures, analyze financial performance, and make informed recommendations for resource allocation. Leads team members on financial and accounting functions such as payables, receivables, deposits, and show settlements. Maintains compliance with university financial policies and procedures.
- Continuously monitors financial performance and reporting, analyzes budget variances, and provides recommendations to optimize resource allocation, ensuring GPAC's financial sustainability and contributing to its ongoing success. Directs detailed financial analysis aiding in short- and long-term organizational planning and decision-making.
- Collaborates with the Executive Director to create and implementing procedures, guidelines, and initiatives to strengthen organizational efficiency. Promotes an environment of innovation and continuous improvement within business administration and programming functions.
- Works closely with the Executive Director and the Education & Engagement department to develop, implement, and manage programming strategies that align with the center's artistic vision, financial requirements, patron demand, and organizational objectives.
- Receives performance contracts from artist management companies and reviews for accuracy, technical detail, and specific verbiage unique to GPAC and Auburn University. Effectively communicates pertinent sections of contracts to relevant GPAC and university departments. Coordinates with the GPAC departments ensuring all contractual obligations to both parties are fulfilled, while stewarding the interests of GPAC and Auburn University throughout the process. Manages show settlements for assigned performances and/or events.
- Ensures all aspects of artist hospitality, as stipulated by contracts, are fulfilled by GPAC in a courteous and timely manner. Directs the advancement of all travel and hospitality requirements, encompassing accommodations, catering, transportation, and any other contractual obligations.
- Directs the operations of GPAC special events to include oversight of and input on all event planning, as assigned by the Executive Director, GPAC. Provides oversight and regularly updates GPAC departments and key stakeholders on event planning and direction.

RESPONSIBILITIES

- Hires, trains, supervises, and motivates a strong and strategically-focused team. Collaborates with division Human Resources Liaison to assist with human resources activities.

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	No specific discipline	7 years of	Business Administration, Accounting, Sales, Hospitality Management, Contracts, or Performance and Event Management

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Clearly demonstrated knowledge of performing arts business practices and fluency in the industry's standards and processes.

Progressively responsible administrative experience within the arts, culture, education, or entertainment sectors.

Proven expertise in performing arts business practices and proficiency in the industry's standards and processes.

Comprehensive understanding and application of business concepts, tools, and methodologies necessary for informed decision-making within the context of theater operations.

Solid understanding of finance and accounting principles, financial analysis, and reporting, and the capability of applying this knowledge suitably across diverse contexts.

Strong appreciation for accuracy and attention to detail, with the ability to process information meticulously and maintain high levels of precision.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
Heartsaver First Aid CPR AED		within 90 Days	Required And
	International Association of Venue Managers Academy for Venue Safety and Security and/or CVP or CVE certification		Desired

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			25 lbs
Climbing		X				
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This job may require non-traditional work hours.