
Auburn University Job Description

Job Title:	Spec, Special Events	Level I	Grade MC08 \$45,000 - \$72,000
Job Code:	BB26	Level II	Grade MC09 \$50,600 - \$81,000
FLSA status:	Exempt		

Job Summary

Develops, coordinates, oversees, supports, and evaluates special events hosted by Auburn University Athletics and the Jule Collins Smith Museum of Fine Art.

Essential Functions

1. Evaluates 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. Oversees 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 mediums, 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.
9. Responsible for the development and implementation of a service plan designed to reach service goals for all special events.
10. Provides guidance 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.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	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.	Knows and applies fundamental concepts, practices and procedures of event planning and associated communication methods.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	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.	Knows and applies advanced concepts, practices, and procedures of event planning and associated communication methods.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 2 years experience.

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

Focus of Education

Degree in Marketing, Communications, Public Relations, Business Administration, or other related field

Focus of Experience

Experience in event planning, event management, public relations

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 and event planning.

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: 2/9/2018
