
Auburn University Job Description

Job Title:	Coord, Band	Level I	Grade AS08 \$36,200 - \$54,300
Job Code:	EH03	Level II	Grade AS09 \$39,800 - \$59,700
FLSA status:	Exempt		

Job Summary

Coordinates the administrative aspects of the Auburn University Band program.

Essential Functions

1. Plans and coordinates approved events such as marching band and alumni band functions, honor band festivals, summer camps, receptions, and board meetings.
2. Organizes the logistics of events, to include but not limited to, arranging hotel reservations, ordering meals, and negotiating contracts with vendors, and coordinating volunteer services.
3. Designs concert programs and invitations, composes press releases, develops and maintains participant lists, and prepares event summaries,
4. Maintains and monitors the budgets for all band related groups as well as prepares financial reports and updates superiors.
5. Schedules auditions and student visits and meets with prospective students when directors are not available.
6. Coordinates the purchase and/or maintenance of equipment, sheet music, and inventories.
7. Assists the Auburn University Marching Band at all home football games.
8. Identifies, recommends, and makes appointments with prospective donors.
9. Prepares travel/expense vouchers, answers telephone and greets guests, orders supplies, maintains inventory, and completes purchase orders.
10. Serves as a liaison between current students, potential students, parents, and directors.

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 particular field of specialization.	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. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	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 Music, Marketing, or related

Focus of Experience

Experience working in a musical environment and coordinating events.

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

See Job Family Levels

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 25 pounds.

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

Date: 1/16/2013
