



## **Expressions of Interest**

### **2019 SHCA Grand National Saddle Horse & Rider Championships**

### **Event Coordinator**

The Show Horse Council of Australasia Inc (SHCA) is seeking Expressions of Interest (EOI) for an experienced Event Coordinator to assist the Council in coordinating the 2019 SHCA Grand National Saddle Horse and Rider Championships.

The SHCA Grand National Saddle Horse and Rider Championships is the premier event on the Show Horse calendar and is to be held from Tuesday 26 March 2019 to Saturday 30 March 2019 at the Sydney International Equestrian Centre (SIEC). For more information on the SHCA Grand Nationals, visit [www.showhorsecouncilaust.com.au](http://www.showhorsecouncilaust.com.au)

Working with the SHCA Grand National Subcommittee, the successful applicant will provide event coordination support to ensure the successful delivery of the 2019 SHCA Grand National Saddle horse and Rider Championships.

In writing, applicants are to describe their skills and experience against the SHCA Statement of Requirements.

Any potential conflict of interest must be declared a time of submitting the Expression of Interest.

#### **Some of the key responsibilities include:**

1. Build effective partnerships with the SHCA Grand National Subcommittee and key stakeholders including sponsors, contractors and SIEC
2. Pre-event coordination of catalogue, sponsors, trade stands, arena design and 'bump in'
3. Work in partnership with SHCA Grand National Subcommittee to source and arrange booking of contractors and other service providers
4. Work in partnership with SHCA Secretary and SHCA Treasurer to maintain records and work in accordance with prepared budget
5. Attend SHCA Grand National Subcommittee meetings at SIEC, Richmond or other Sydney locations as requested
6. For duration of event, primary point of contact for SIEC, contractors, trade stands. Host Grand National Dinner and liaise with Grand National Subcommittee, Executive and volunteers throughout event.

**NOTE:** This role is not responsible for managing competitor entries, stable and camping allocations. SHCA Administration Office will oversee this component of the event; however, the office will work closely with the Event Coordinator.

The Event Coordinator Position Description and Statement of Requirement can be located at [www.showhorsecouncilaust.com.au](http://www.showhorsecouncilaust.com.au)

**EOI will close at 5:00pm on Wednesday 17 October 2018.**

*Any person seeking a confidential discussion regarding this opportunity is encouraged to contact Tony Norris, SHCA President, M: 0417 037 647*

Approved by: Tony Norris, SHCA President

Date: 11 October 2018