



POSITION DESCRIPTION & STATEMENT OF REQUIREMENTS

JOB TITLE	Event Coordinator
EVENT	2019 SHCA Grand National Saddle Horse and Rider Championships
DIRECTLY REPORTS TO	SHCA President
INDIRECTLY REPORTS TO	SHCA Grand National Subcommittee
TYPE OF EMPLOYMENT	Contract
HOURS OF WORK	As required
FEE	To be negotiated
PERIOD OF CONTRACT	Immediate to 19 April 2019 inclusive
LOCATION	Ability to commute to SHCA Administration Office, Richmond, NSW Ability to commute to Sydney International Equestrian Centre, Horsley Park, NSW
SUMMARY	
<p>Working closely with the SHCA Grand National Subcommittee and the SHCA Administration Office, the purpose of this role is to assist the Show Horse Council of Australasia (SCHA) in the coordination of their annual signature event; the SHCA Grand National Saddle Horse and Rider Championships held at the Sydney International Equestrian Centre, Horsley Park, NSW.</p> <p>Attracting exhibitors from throughout Australia and New Zealand, the Event Coordinator will work closely with SHCA representatives, key stakeholders and sponsors in delivering the premier event of the Australasian show horse calendar.</p>	
STATEMENT OF REQUIREMENTS	
Contract Deliverables:	
Pre-Event	<ul style="list-style-type: none"> • Liaise with SHCA Grand National Subcommittee and SHCA Executive • Liaise with all contracts and suppliers and closely manage aligned costs, working under pressure and in accordance with provided budget

	<ul style="list-style-type: none"> • Liaise with SIEC and travel to venue as required • Work closely with the SHCA Grand National Subcommittee, SIEC and service providers to design and present an indoor arena setup at SIEC to an impeccably high standard • Collation of catalogue of catalogue, layout and printing of catalogue • Coordination of all prizes, including: garlands, rugs, trophies, sashes and the like • Work closely with sponsors in developing and executing a plan for trade stands • Maximisation of live streaming revenue through advertising and sponsorship coordination • Liaise with SHCA Grand Nationals Subcommittee in developing and executing a plan for the Grand Nationals Dinner and bar – Saturday evening • Coordinate all ‘bump in ’ activities aligned to the SIEC indoor arena and trade stands
Event Duration	<ul style="list-style-type: none"> • Be in attendance for duration of event and act as the primary contact for: <ul style="list-style-type: none"> - SIEC - Contractors - Trade Stands, and - Liaison with SHCA Executive, Subcommittee and Volunteers • Grand Nationals Dinner and Bar – Saturday evening <ul style="list-style-type: none"> - Liaise with service provider (caterer) - Coordinate table presentation and layout - Coordinate all ‘bump in’ activities aligned to dinner and bar - Primary contact person for set-up and duration of dinner and bar opening times - Act as host and sponsor contact
Post Event	<ul style="list-style-type: none"> • Coordinate all ‘bump out’ activities aligned to the SIEC indoor arena, trade stands and other service providers • Adhoc resolution of any outstanding matters
SKILLS	<p>Excellent interpersonal skills Above average oral and written communication skills Ability to work autonomously whilst working closely with multiple key stakeholders Ability to multi-task, work under pressure and to fixed deadlines Ability to negotiate with potential suppliers and work in accordance with budgets Possess above average Microsoft Office skills - including Word, Excel and PowerPoint Maintain a high level of confidentiality</p>
PREVIOUS EXPERIENCE	<p>Prior experience in the management of equestrian events is essential Knowledge of the Show Horse Council of Australasia is preferred but not essential Working knowledge and understanding of Show Horses and the SHCA Grand National Saddle Horse and Rider Championships is preferred Multiple stakeholder engagement experience is essential</p>
QUALIFICATIONS	<p>Formal Business, Marketing or Event Management qualification is desirable but not essential</p>

Approved: Tony Norris, SHCA President

Date: 11 October 2018