



Event Secretary

Job Description

Primary Objective : To work alongside Event Manager to ensure all administration regarding event is completed in a timely manner and communicated and documented prior to and during the Event

Responsible to : Event Manager

Relationships: Treasurer, Writers Coordinator, Scorer, Stable Manager, Judges Officer

Key Responsibilities:

Upload schedule and load all relevant data for online entries

Check entries to ensure rider and horse eligibility for classes entered, including registration current

Arrange arena plan and draw

Allocate yarding & provide information to stable manager

Receive & answer emails for riders comments or queries

Email draw and ensure draw is live online

Champs- provide draw to program coordinator in time for compilation of program

Any other matters that relate specifically to entries

Personal Requirements

- A good knowledge of dressage
- A good knowledge of rules
- Good management skills
- Excellent computer skills
- Good organisational & problem solving skills
- Attention to detail
- Excellent communication skills