



Event Manager

Job Description

Primary Objective : Fully responsible for the coordination of a well run event through the recruitment and delegation of tasks to the organising committee and overseeing of all services required

Responsible to : Committee

Relationships: Organising committee, venue management, suppliers, contractors, funders

Key Responsibilities:

To ensure the event is run in accordance with the rules for Dressage NZ, ESNZ General Regulations and Veterinary Regulations

To offer the best possible competition environment (within the restrictions of the venue) for all competitors equally

To run an event that is on time with a minimum of technical problems

To lead and assist all members of the organising committee in performing tasks to a high standard

Arrange catering for all volunteers for the event

Liaise with venue management

Inform, resource and provide OC with all information required to perform their job

Personal Requirements

- Good people skills
- Computer literate
- Budgeting skills
- Ability to work to a deadline under pressure
- Good knowledge of dressage
- Understanding of Dressage rules
- Commitment to health & safety
- Leadership skills
- Good organisational & problem solving skills
- Patience & ability to stay calm in the face of adversity