

REQUEST FOR EXPRESSIONS OF INTEREST

EVENT DIRECTOR

EQUESTRIAN VICTORIA INTERSCHOOL STATE CHAMPIONSHIPS

Employment Type:	Part time
Reports to:	Equestrian Victoria (EV) CEO
Honarium:	To be negotiated
Closing Date:	COB Friday 6 September 2019
Term of Contract:	2 years - September 2019 to 31 August 2021

Equestrian Victoria seeks a passionate, self-motivated and goal-oriented Event Director to undertake event management and administrative duties in support of the Victorian Interschool State Championships to be held at Werribee Park National Equestrian Centre 1-5 April 2020 and 2021.

The Victorian Interschool State Championships is the pinnacle interschool event, with over 400 competitors and teams from over 180 schools from across the state. Competitors compete in the disciplines of Dressage, Jumping, Combined Training, Show Horse and Mounted Games.

This position includes management of all elements of this event including responsibility for budget development, logistics and content management including, but not limited to, contract negotiation, promotional strategy, staffing including volunteer schedules and trade village management.

Experience in equestrian events is highly desirable but not essential. A current Working with Children accreditation is required for this role and EV can assist with the application if required.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Act as the Event Director for the 2020 & 2021 Victorian Interschool Equestrian State Championships
- Responsible for efficient and professional coordination and execution of the event
- Recruit coordinators as required & manage the team organising the event
- Assist with the preparation of and adherence to a risk management plan
- Provide coordinating links between the management committees and outside agencies
- Manage the event committee and any other meetings as called by the committee
- Prepare and organise the event schedule and competition program
- Preparation and monitoring of budget
- Work with the organising team in the preparation of the event timetable
- Preparation of media plan and marketing activities
- Assist discipline coordinators as required
- Coordinate external suppliers to the event including high standard emergency first aid and veterinary assistance
- Handle booking of venue and facilities required in conjunction with WPNEC Management
- Follow-up after event and debrief and event report

KNOWLEDGE REQUIRED

- Proven experience in managing equestrian events highly desirable
- An understanding of the equestrian industry is preferred
- High level of oral and written communication skills
- Strong interpersonal, negotiation and conflict management skills
- Ability to think strategically and 'outside the square' and respond appropriately to issues as they arise
- Strong planning and organisational skills with exceptional attention to detail and the ability to prioritise and delegate tasks effectively
- Proficient computer skills
- Flexible with hours and tasks (must be available on weekends if required)
- Current driver's licence and car

If this is you or you are interested, please send your expression of interest including covering letter to: Matthew Brown, Equestrian Victoria CEO at:
matthewbrown@equestrianvictoria.com.au