

## **REQUEST FOR EXPRESSION OF INTEREST**

### **EVENT DIRECTOR**

### **JUMPING VICTORIA STATE TITLES 2020**

<b>Employment Type:</b>	Volunteer
<b>Reports to:</b>	Equestrian Victoria (EV) CEO and Jumping Victoria (JV) Chairman
<b>Honorarium:</b>	To be negotiated
<b>Closing Date:</b>	COB Monday 11 November 2019
<b>Term of Contract:</b>	November 2019 – April 2020

Equestrian Victoria seeks a passionate, self-motivated and goal-oriented Event Director to undertake event management and administrative duties in support of the Victorian Jumping State Titles to be held at Werribee Park National Equestrian Centre 27<sup>th</sup> – 29<sup>th</sup> March 2020.

The Victorian Jumping State Titles is the pinnacle jumping event, with over 300 competitors from across the state, competing in classes 90cm – 1.50m. Championships include; Victorian Senior Title, Victorian Young Rider Title and Victorian Junior Title.

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 negotiations, promotional strategy, staffing including volunteer schedules and trade village management.

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 Event Director for the 2020 Victorian Jumping State Titles.
- Responsible for efficient and professional coordination and execution of the event.
- Recruit coordinators as required and 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 the budget.
- Work with the organising team in the preparation of the event timetable.
- Preparation of media plan and marketing activities.
- 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 the event; 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 cover letter to: Emily van Sonsbeek, Equestrian Victoria Jumping Administrator at: [jumping@equestrianvictoria.com.au](mailto:jumping@equestrianvictoria.com.au)

*To give everyone the opportunity to live their EQUESTRIAN Dream...*