

# JOB DESCRIPTION: EVENTS COORDINATOR



<b>Reports to</b>	Chairman and Office Manager
<b>Salary</b>	TBC in the region of £16,000 depending on experience (not pro-rata).
<b>Period of employment</b>	Permanent part time contract. Suggested working hours: 3 days per week October – June. 4 days per week July & September and 5 days per week August. Some weekend and evening working will be in addition to this (hours are paid).
<b>Hours of work</b>	09:30 – 17:00 longer hours will be required in the days prior to the show, to include some early morning and evening work.
<b>Location</b>	Office based for 10 months, office and showground based for 2 months. Both sites are in Moreton in Marsh.
<b>Closing date</b>	26 February 2020
<b>Start date</b>	April 2020

## SUMMARY

This is a very exciting opportunity to be part of one of the biggest one-day agricultural shows in the country which has an attendance in the region of 25,000 people on show day. The Moreton & Marsh & District Agricultural & Horse Show Society is a charity and celebrated its 70th anniversary year last year, its traditional values still shine through while it continuously evolves. This is a wonderful time to get involved with the team to keep growing the success of the show and help shape and adapt it to remain successful and relevant whilst honouring its traditional heritage.

The society is looking for an experienced Events Coordinator. The role is split equally between managing trade stand bookings and managing the showground. For 2 months of the year the role has some outside based, physical requirements so would suit someone with a hands-on practical approach and a good level of fitness and mobility. A driving license plus your own method of transport and a mobile phone is essential (expenses allowance paid). The show is held on 175 acres of local farmland which is rented for approximately 3 months each year (there are no fixed services).

The right candidate will work closely with the office team throughout the year, implementing requirements of the various committees and councils. To prepare the Showground you will also work alongside our Showground Manager whose work commences from mid-July for 2 months. All contractors will work under your supervision; You will be expected to independently project manage and communicate with a variety of contractors and volunteers.

The position requires strong time management skills to meet the 2 aspects of the role and deadlines required by the show build. This is a challenging and busy role that would suit someone looking to enhance their experience in project or events management offering a great opportunity to work as part of a small friendly team.

# DUTIES

## Showground

The first tasks of the Showground role are to draw up the budget for the year and provisionally book contractors to deliver their services. Once this has been approved by the Council you book/contract the services. The showground role takes a back step then for the next few months whilst you focus on trade stands however as and when committee's/sections have feedback or new requests you update the various briefs and budget. You are responsible for creating the major documents for the show such as the Health and Safety paperwork, Emergency plan, Timeline, Event Management plan and Map so these documents are updated as and when time allows until early Summer. From July onwards the showground work now takes priority and you prepare all the contractor briefs and are onsite for large periods of time supervising this work and joining in where required. Alongside the showground team you take the lead in preparing the showground and making sure the event is ready for the day. On show day itself you are an integral part of the core team of organisers delivering the day in a safe and successful manor. Following the show, you are again responsible and work alongside the showground team to pull down and clear the show away handing the site back to the Farmer within a specified time frame.

## Trade stands

Moreton Show has over 350 trade stand bookings and you administer these throughout the year. Following the show you update all the trade stand paperwork in order to be able to launch the online booking system early in the new year. Trade stand bookings take place online and you are required to monitor these and keep on top of the health and safety paperwork and payments, this usually takes place over a period of 3-4 months. You will be responsible for the siting of trade stands on the showground map. Joining instructions and tickets are sent out for trade stands in the summer then you support the showground team in ensuring the trade stands are pegged out correctly. You are the main point of call for all trade stand enquiries throughout the year and on the show day itself.

# SKILLS AND COMPETENCIES

- Team player
- Good verbal communicator
- A high level of organisation
- Ability to work with large numbers of people
- Ability to manage customers that may challenge you
- Reliable
- Good time management skills
- Self- motivated, confident and enthusiastic
- Committed to the values of an agricultural society
- Ability to work under pressure whilst maintaining a happy and professional disposition
- An understanding of health and safety
- A good working knowledge of IT

- Flexible approach to working hours
- Familiarity with working with a Council/Charity management structure - desirable

## **RELATIONSHIPS**

- Will work closely with the office team – General Secretary, Horse Secretary, Livestock Secretary and Administrator.
- Will work closely with the Showground build team who consist of Showground manager, Showground Assistant, Showground Operations Team.
- Will work closely with the Chairman and Vice-Chair
- Will be the main point of liaison for the farmer who owns the showground.

## **PERFORMANCE STANDARDS**

- Duties delivered in a timely manor
- Positive feedback from co-workers
- Show delivered to budget
- Trade stands target met
- Positive feedback from trade stand holders

## **FURTHER INFORMATION**

Please email your CV and covering letter to [Lynne@moretonshow.co.uk](mailto:Lynne@moretonshow.co.uk) or call 01608 651908 and ask to speak to Melissa Harrison.