

National Dressage Championships Event Manager Position Description

26/4/18

Event Background:

The event is currently held over four days (excluding set up) and incorporates the Super 5 League Finals (National and North Island), Open National Championships, National Amateur Championships, the National Young Dressage Horse Championship, a CDI 3*/Y and a Saturday evening Dressage Musical Spectacular. Approx 200 horses compete at the event, competing in an average of 3-4 classes each.

2019 Venue & Date: Manfeild Park, Feilding. 14 -17 February.

Primary Objectives: The Event Manager is responsible for the co-ordination of the event through the recruitment and appropriate delegation of tasks to the event team and booking and overseeing of all services required.

Term: Initially for the 2019 event with the possibility to negotiate for a further term (to be agreed)

Employment: The Event Manager is an Independent Contractor

Hours: Est 250 -300 dependent on experience

Remuneration: By negotiation

Responsible To: DNZ Board and DNZ Sport Manager.

Relationships: Organizing Committee, Venue Management, Suppliers, Contractors, Sponsors, Funders.

Key Responsibilities

- To oversee the running of the event in accordance with the FEI Rules for Dressage & Veterinary Regulations, Dressage NZ Rules, 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 recruit, lead and assist all members of the event team in achieving operational and technical requirements.
- To engineer maximum exposure for all sponsors associated with the event, and ensure their needs are catered to for the duration of the event.
- Provide updates prior to and a de-brief to the board or committee at the completion of the event.
- Be available to field calls and enquiries from competitors, suppliers, sponsors and contractors prior to the event, provide them with required information, or refer them to the person who can.
- Promote the event to public and competitors alike.

Funding and Finance

- Procure two quotes for all services required at the event in a timely fashion to allow funding applications to be submitted.
- Provide a budget to DNZ Board and provide monthly progress reports and any budget variations to the Finance Officer.
- Ensure any social functions run in conjunction with the event are paid for by competitors or sponsored. This is separate from hospitality offered to guests/official/sponsors, which will be recorded as a separate budget item.
- Arrange cash floats, petrol vouchers and eftpos machines with the Finance Officer.
- Arrange international judges payments and per diems where applicable

Schedule, Programme and Timetable

- Prepare the competition schedule in conjunction with, the Technical Officer, Sport Manager and Entry Secretary.
- Prepare FEI competition schedule in consultation with the Sport Manager
- Adequately advertise the event in digital format to all prospective competitors via an online entry platform, DNZ Bulletin the event Facebook page and ESNZ Website.
- Prepare files for the printer for the event programme.
- Prepare timetables for all aspects of the event in consultation with the relevant volunteers. Timetables include
 - Event Run Sheet
 - Competitions
 - Arena Familiarization
 - First & Second Horse Inspections
 - Sound system provision
 - Music Testing
 - Arena Grooming & Watering
 - Judges
 - Writers
 - Stewards
 - Announcers
 - Runners
 - Catering
 - Presentations
 - Musical Spectacular

Operations

- Oversee all human resource to set up the event, including contractors, venue staff, volunteers, staff, supplier deliveries.
- Oversee event team to decorate venue, erect sponsors signage, hospitality provision, office and admin preparation, set up trade and hospitality areas, scoreboards and test sheet area, competition arenas and warm up areas, stable suitability, parking.
- Arrange vehicles, portable stabling, machinery, portable buildings, transport of requirements to venue, tables, chairs, judge staging, catering equipment
- Procure stationary, test sheets and office equipment required.
- Oversee competition surface preparation with arena team and venue management.
- Ensure all rosettes, ribbons, rugs, medals and trophies are ordered.

Subcontractors, Services and Venue Hire

- Source and book all sub-contractors, suppliers and equipment. Including, caravans, portable buildings, radios, function & café caterers, marquee & tents, catering & other equipment, arena grooming machinery, veterinarians, security, cleaners, transport, portable stabling, sound, printers, ribbon and trophy suppliers, set up and break down staff, arenas, flowers.
- Book the venue and negotiate with Venue Management on the services required prior to and during the event and ensuring they fit into the run sheet.

Sponsors and Guests

- Work closely with SM and /or DNZ sponsorship personnel to ensure sponsor agreements are upheld
- Send out invitations to all sponsors, trophy donors and guests. Ensure they are adequately provided for during the event regarding any hosting agreements and general hospitality.

Advertising and Publicity

- Ensure that the event is well publicized both locally and throughout the country by appropriate mediums both prior and during the show.
- Arrange suitable staff to write post event reports, media coverage, update the facebook page and website and provide post show reporting for any Dressage NZ news publications.
- Engage and brief an official photographer.

Technical

- Engage sufficient judges and stewards officials in consultation with the Judges Officer and Steward General who have the technical expertise to officiate the event within the rules of the governing bodies stated above.
- Judges x 20, Stewards x 6, Technical Delegate (approx), ensuring these officials have the necessary resource to carry out their roles.
- Engage the CDI Veterinary Delegate

Health & Safety

- Update the event H&S Policy annually
- Prepare a crisis management plan.
- Liaise with venue staff on H&S matters.
- Brief the event team and riders.
- Complete all required documentation.
- Ensure there is sufficient medical cover at the event.
- Venue inspections pre during and post event.

Event Team/Volunteers

- Source and recruit suitable volunteers for all positions on the event team, ensure they have appropriate skills and training and are aware of their responsibilities and what is required of them prior to, during and after the event. Roles are Entry Secretary, Event Secretary, Assistant Event Secretary, Administration Staff x 3, Writer Coordinator (to attract and coordinate writers x 50), Door Sales x 4, Operations Manager, Arena Team x 3, Event Team Caterer x2, Transport x 2, Prize Giving Coordinator x 2, Stable Manager, Farrier, Sponsors & Judges Host, Florist, Runners x 6, Veterinarian x 2.
- Ensure that all volunteers and event team are treated with respect and courtesy at all times, are suitably reimbursed for their expenses, are aware of their value to the sport, and are appreciated accordingly.
- Source and oversee suitable accommodation for members of the OC that require it.
- Arrange catering for all the volunteers.
- Source and provide event apparel if applicable.
- Provide support, resource, assistance and information to the event team as required for them to carry out their job.
- Make provision for hospitality for international judges in consultation with the Judges Officer.
- Book flights for all officials and volunteers in consultation with a travel agent.

Dressage Musical Spectacular

- Oversee corporate table bookings and seating plan.
- Arrange online ticketing.
- Advertise the event through appropriate channels.
- Ensure you have sufficient door and admin staff to deal with public arriving in a short space of time.
- Source and book live music and equestrian entertainment.
- Timetable the event
- Prepare and photocopy an event programme.
- Remember to turn the lights up.
- Work with caterers on public, event team and corporate table catering logistics and timetabling.
- Provide explicit announcer notes

Personal Attributes

The National Dressage Championships Event Manager should be a self-motivated and tenacious team player who is organized, enthusiastic and prepared to go the extra distance. Interactions with many people across several platforms will achieve the desired outcomes for the event. These interactions with, staff, suppliers, sponsors, funders, volunteers, competitors, officials, public and contractors ensure that event is relevant, well organized, technically correct, timely, financially sound, safe, fun and meets a wide range of needs from a person writing for one class to a competitor wishing to qualify for the Olympic or World Games or FEI World Cup Final .

- Exceptional communication and people skills
- Computer literate
- Good research skills
- Some financial background
- Good budgeting skills and ability to work within that budget
- Good written communication skills
- An ability to work to deadlines under pressure
- Quick thinking and adaptable
- A good working knowledge of equestrian sport
- A team player
- Attention to detail
- Good management skills
- Ability to work unsupervised
- Good problem solving skills
- Well-spoken and a tidy representative for the organization
- A good understanding of Equestrian sport and Dressage
- Some understanding of Dressage NZ/ESNZ/FEI Rules
- A high level of enthusiasm
- Strong leadership skills
- A commitment to Health & Safety