

Show Coordinator



Job Title: Show Coordinator

Location: LDA Show Grounds

Closing Date: Oct 31st 2022

Wage: \$250 per eight hour show

Duties

- Commit to attend all five shows in each season
- Find scribes for all three rings (judges will occasionally provide their own)
- Find volunteers to cover the registration table
- Find volunteers to be announcers at the show
- Set up the show grounds before the competitors arrive: signs for judging booths, stewards, warm-up ring and bulletin board etc.
- Set up the registration table
- Meet the judges and get them situated with their tablets/laptops
- Ensure the show runs smoothly
- Be available to communicate with the executive throughout the week
- Submit fees and scores to EC and OE at the end of the show
- Keep a cash sheet for the treasurer
- Confirm start time with each official before the show
- Pay the runners and calculate mileage plus fee for judges and steward
- Put everything away at the end of the day
- Fee is \$250 per eight hour day (time is based on scheduled ride times). Additional funds if over eight hours
- Additional duties not listed here

Please send your resume to admin@londondressage.com before the closing date. We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.

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