GREEN MOUNTAIN HORSE ASSOCIATION
P.O. BOX 8, SOUTH WOODSTOCK, VERMONT 05071 ▪ (802) 457-1509 ▪ FAX (802) 457-4471
WWW.GMHAINC.ORG ▪ E-MAIL: GMHA@GMHAINC.ORG

Job Description

Title: Event Manager **Reports to:** Executive Director

Schedule: Full-time (40 hours/week) **FLSA:** Exempt - Salaried
May include weekends and holidays during event season

Purpose: In support of GMHA's mission, provides management and support for specific competitive events

Key Responsibilities

Event Manager
Oversee all aspects of assigned GMHA events, including:

- Planning and Budgeting
- Licensing agreements for sanctioning recognized shows
- Advertising and Marketing, including Omnibus/Prize listings, event programs and content for GMHA email and social media marketing.
- Securing awards and prizes; overseeing awards presentation(s)
- Hiring Officials and event staff; initiating contracts and communicating housing needs
- Processing entries and preparing any needed pre-event materials
- Communicating grounds needs to the Grounds Crew
- Arranging catering/food service for the event
- Assuring relevant scheduling and stabling assignments are completed in a timely manner and communicated to the competitors
- Recruiting and managing volunteers
- Being onsite to oversee the event and communicate with officials, staff, volunteers and competitors; troubleshoot as needed
- Assuring results and financial close-outs are reported as required
- Assuring the quality and safety of the event
- Preparing the after-event survey seeking competitor feedback
- Other duties as assigned

Skills, Knowledge & Qualifications:

- Ability to command the respect of board members, staff, competitors, volunteers, etc.
- Ability to motivate and work effectively with volunteers, groups and individuals.
- Excellent oral and written communication skills.
- Demonstrated creative planning, organizational and problem solving skills.
- Ability to organize own work, coordinate projects with others, and manage multiple projects simultaneously.
- Proficient technical skills with a willingness to learn new technologies.
- Knowledge of equestrian events and their governing bodies

- Excellent interpersonal and communication skills and a personable manner towards supervisors, staff, clients, suppliers, and the general public
- Ability to interact with others with tact and diplomacy
- Initiative, sound judgment and ability to work independently
- Honesty, reliability, and a good work ethic