

Classic Finale Horse Show Manager

Job Description:

The Classic Finale Manager will coordinate all aspects of the horse show. The Classic Finale Manager reports to the CHJA Board of Directors. The board will assign a liaison to serve as the primary contact person.

Duties of the manager include, but are not limited to:

1. Select Facility and arrange for signing of contract by the CHJA President or Designee

2. Hire Staff (Volunteer staff should be hired whenever possible):

Announcers

Course Designer

EMT

Farrier (may be on call)

Food Vendor

Judges

Jump Crew

Paddock Masters

Parking Attendant if needed

Security if needed

Secretary

Stable Manager if needed

Steward/Rules Representative

Technical Coordinator (may also be the course designer)

Vet (may be on call)

3. Arrange with facility or arrange to provide:

Ability to drag arenas

Ability to water arenas

Announcer's/Judges Stands/Ingate Booths

Bedding/Hay/Feed if offered

Course Board

Jumps for all rings including warm up rings

Office space, tables, chairs

PA System

Parking for cars and trailers

Radios

Restrooms or Portable Toilets

Safety Cups for all rings

Shade for competitor

Shade for staff

Stabling

Trash Cans

Water and cups for exhibitors

Water for horses

4. Order Ribbons and Prizes

5. Produce Prize List and submit to CHJA for Approval 45 days prior to the Show

6. Solicit Sponsorships (may delegate to a volunteer)

Job Requirements: Show Manager must be a CHJA Member and have Horse Show Management experience,

Compensation: Negotiable

Application: To apply submit a letter which includes qualifications, what you can offer, and your expectations to Carol OMeara at carolomeara@aol.com by January 22, 2022.