



## Event Director - 2020 Brisbane CDI incl Queensland Dressage Championships

Employment Type:	Volunteer Role with an Honorarium
Reports to:	Chairperson of Dressage Queensland
Remuneration:	\$5000.00
Closing Date:	8 November 2019
Term of contact:	30 November 2019 to 31 October 2020

Dressage Queensland is looking for a passionate, self-motivated and goal-oriented Event Director to undertake event management and administrative duties in support of the 2020 Brisbane CDI event in conjunction with the Queensland Dressage Championships to be held at the Queensland State Equestrian Centre, Caboolture from 16<sup>th</sup> to 20<sup>th</sup> September 2020.

This position includes management of all elements of this event including budget development and reconciliation of each program, all logistics and content management including, but not limited to, contract negotiation, promotional strategy, staffing (volunteer) schedules and trade village management. Experience in FEI events are highly desirable but not essential.

### 2. Key Responsibilities/Accountabilities

- Act as the Event Director for the 2020 Brisbane CDI and Queensland Dressage Championships
- Responsible for efficient and professional coordination and execution of the event
- Responsible for complying with FEI and EA rules and codes of conduct
- Manage the event committee and oversee committee meetings
- Prepare and organise the event schedule and competition programme
- Prepare the event budget, update on a monthly basis, communicate the budget to Dressage Queensland on a monthly basis
- Prepare and update the event timetable
- Coordinate external suppliers for the event
- Handle booking of venue and facilities to be provided
- Ensure commitments to sponsors are met
- Provide monthly reports to Dressage Queensland. Attend Dressage Queensland Strategic Planning meeting and additional regular meetings if requested.

### 3. Knowledge Required:

- Proven experience in managing events and/or working with a sporting association
- High level of oral and written communication skills
- Strong negotiation and conflict management skills
- Ability to think strategically and 'outside the square'
- Ability to 'think on your feet'
- Strong planning and organisational skills
- Exceptional attention to detail and ability to prioritise tasks effectively
- Ability to work both autonomously and as part of a team
- Proficient computer skills
- An understanding of the equestrian industry is preferred
- Flexible with hours and tasks (must be available on weekends if required)
- Current driver's licence and car.

This person will liaise with the outgoing Event Director, Leesa Murray to gain invaluable knowledge on all aspects of running this event.

If this is you or you are interested in finding out more, please send your expression of interest to:

**Dressage Queensland** email: [dressageqldsecretary@gmail.com](mailto:dressageqldsecretary@gmail.com)