

Event Director – 2026 Brisbane CDI incl Queensland Dressage Championships

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| Employment Type: | Volunteer Role with an Honorarium |
| Reports to: | Chairperson of Dressage Queensland |
| Remuneration: | To be negotiated with successful applicant |
| Closing Date: | 30 October |
| Term of contact: | November 2025 to 30 September 2026 |



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 2026 Brisbane CDI event in conjunction with the Queensland Dressage Championships to be held at the Queensland State Equestrian Centre, Caboolture from 17 to 20 September 2026.

This position includes management of all elements of this event including budget development and reconciliation of the event, 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 is highly desirable but not essential.

2. Key Responsibilities/Accountabilities

- To act as the Event Director of the 2026 Brisbane CDI and Queensland Dressage Championships
- Responsible for efficient and professional coordination and execution of this event
- Responsible for complying with FEI and EA rules and codes of conduct
- Manage the event committees and oversee committee meetings
- Prepare and organise the event schedule and competition program
- Prepare the event budget
- Prepare and update the event timetables
- Coordinate external suppliers for the events
- Handle booking of venue and facilities to be provided
- Ensure commitments to sponsors are met
- Provide regular reports to Dressage Queensland.
- Attend Dressage Queensland Strategic Planning meetings 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 appointment will initially be for a 12-month term. However, based on performance, event outcomes, and alignment with Dressage Queensland's strategic priorities, the term may be extended for a further 12 months by mutual agreement.