



Event Director- 2017 National Interschool Championships



Employment Type:	Part time
Reports to:	EQ Sport Development Officer for Interschool
Honorarium:	To be negotiated
Closing Date:	COB 9 January 2017
Term of Contract:	16 January 2017 to 30 November 2017

Interschool Qld is looking for a passionate, self motivated and goal oriented Event Director to undertake event management and administrative duties in support of the 2017 National Interschool Championships to be held at Toowoomba Showgrounds in September 2017. The National Interschool Championships is the pinnacle interschool event, with teams from all states competing in dressage, jumping, eventing, combined training and show horse.

This position includes management of all elements of this event including budget development and reconciliation, all logistics and content management including, but not limited to, contract negotiation, promotional strategy, staffing (volunteer) schedules and trade village management. Experience in national events is highly desirable but not essential. A Blue Card is required for this role (EQ can assist with the application of this if required)

Key Responsibilities/Accountabilities

- Act as the Event Director for the 2017 National Interschool Championships
- Responsible for efficient and professional coordination and execution of the event
- Recruit coordinators as required & manage the team organising the event
- Provide coordinating links between the management committees and outside agencies
- Manage the event committee and any other meetings as called by the committee
- Prepare and organise the event schedule and competition program
- Preparation and monitoring of budget
- Assist with preparation of timetable
- Preparation of media plan and marketing activities
- Assist with the preparation of a risk management plan
- Assist discipline coordinators as required
- Coordinate external suppliers to the event
- Handle booking of venue and facilities in conjunction with EQ Sport Development Officer
- Follow-up after event and debrief

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 drivers licence and car

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

Christine Thompson (EQ SDO): interschool@equestrianqld.com.au or (07) 3891 6611