

DNSW Clarendon Event Secretary

Dressage NSW is currently seeking expressions of interest for the position of Clarendon Event Secretary for our dressage events conducted at the Hawkesbury Showgrounds, Clarendon.

We hold approximately 8 competitions a year and competitions are usually held on weekends with a training/protocol day the day before the start of competition. Most competitions are held over two days, some over three days. Dressage NSW holds the Winter Festival event in June, which runs over 4- 5 days including a training/protocol day and would involve more work than regular events.

Hours are anticipated to be approximately 35-50 hours per competition with the exception of the Winter Festival, which will entail additional hours.

Two days = \$2000

Three days = \$2500

Four days = \$3500

Plus \$300 for protocol / training days

Clarendon Event Secretary role requirements:

- Excellent written and verbal communication skills, ability to work well both independently and in a team environment; must be highly self-motivated, proactive, and able to meet timelines
- Proficient IT skills, experience with using Microsoft Office programs, and is competent with managing databases for scoring and entries
- event administration duties as required for each competition, ability to liaise with riders, owners, judges, first aid service providers and volunteers. As this position is a contract position, reviewed annually, it is vital that the person has an ABN number.
- The applicant must be a member of Equestrian NSW and Dressage NSW as part of their role as Clarendon Event Secretary. The Clarendon Event Secretary will directly report to the Dressage NSW Committee.

A detailed job description will be available upon application.

Applications close Monday 1st March 2021.

For more information please contact Mary Houghton (Admin Secretary)
0409 841 089

Please submit your resume for this position by the closing date to
Dressage NSW
The Admin Secretary
admin@dressagensw.com.au