



Event Director - 2013 Brisbane CDI

Employment Type:	Part time
Reports to:	Chairperson of Dressage Queensland
Remuneration:	To be negotiated
Closing Date:	30 th March 2012.
Term of contact:	1 year – from 1 st August 2012 to 31 st July 2013

Dressage Qld is looking for a passionate, self motivated and goal oriented Event Director to undertake event management and administrative duties in support of the 2013 Brisbane CDI event to be held at the State Equestrian Centre, Caboolture from 26th to 28th July 2013.

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 2013 Brisbane CDI
- Responsible for efficient and professional coordination and execution of 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 programme
- Assist with preparation and monitoring of budget
- Assist with preparation of timetable
- Preparation of media plan and marketing activities in conjunction with the EQ sponsorship coordinator
- 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 to be provided
- Liaise with the Sponsorship and Media Coordinators for the event
- Follow-up after event and debrief

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 shadow our current Event Director – Cathie Drury-Klein for the 2012 Brisbane CDI 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:

Leasa Stephen email: leasa@gypsielodge.com.au or mobile: 0412 753 512

Gary Lung: email: gary.lung@clad.net.au or mobile: 0411 441 675