



AN INDEPENDENT CONTRACTOR
Is sought to carry out administrative duties of Show Secretary/Event Co-Ordinator

The SHOW HORSE COUNCIL OF AUSTRALASIA INC. Is a voluntary not-for-profit organization established in 1984, it conducts several major shows and other activities annually.

The person we are seeking would be required to work closely with the Council to administer and present two of these prestigious Shows, being:

- The New South Wales Horse Of The Year Show
and
- The Grand National Championships

Expressions of interest are sought for this home-based Contract with a remuneration to be in vicinity of \$14,000 -- \$16,000 range p.a. (incl. GST) depending on qualifications and experience. The successful applicant will be engaged on a contractual basis and operate with an ABN number; Length of Contract is for period of two years (i.e. Four Events) Expenses associated with the position will be subject to negotiation.

This varied and interesting position involves many facets, some of which are liaison with sponsors, Travel and Accommodation arrangements For Judges and Officials, Schedule and Programme Preparation, Receiving & processing of Entries, Stable Allocation, Attending Sub-Committees & keeping Minutes, Venue Hire, Budget Preparation Etc. Manning of the Show Office at the above mentioned events is also a requirement of the position.

The successful applicant will be need to be:

- Experienced in Microsoft Word and Excell
- Well organised.
- Able to meet specific delivery targets.
- Able to communicate effectively and maintain a competitor friendly attitude.

Enquiries in the first instance can be made to:

Mr Bruce Flood (Show Horse Council Chairman) Telephone 0412814611

Written Applications to include a resume stating relevant experience, and any other supporting documents to be sent by closing date of Friday 19th March and clearly marked:

“Expression Of Interest: Independent Contractor”

Hon. Secretary,
Show Horse Council Of Australasia
P.O. Box 9015
Wyoming 2250

E: romastone1@idx.com.au

All applications received shall be treated in confidence.

Should you require access to general information on Council activities, operations and official documents. the Council's Website is www.showhorsecouncilaust.com.au