



Company:	Blair Castle Estates Ltd.
Event:	Land Rover Blair Castle International Horse Trials 2019
Role:	Event Organisers
Job Type:	8 month full time position starting February/March 2019
Job Location:	Blair Castle, Blair Atholl, Perthshire PH18 5TH
Salary:	Pro rata, based on experience

Background

Blair Castle International Horse Trials has run every year since 1989, before which there was a national competition held annually since 1977.

There are now regularly 44,000 visitors to the event over the week, with more than 200 trade-stands and 1800 horses. There are usually three levels of international eventing competition with four sections, plus BE90 and BE100 Scottish Championship classes.

The Roles

The roles will report to the Event Director (ED) and the Assistant Director (AD) in the day-to-day planning & management of the Eventing Competition for the event. The Organisers will be responsible for ensuring aspects of the event delivery and organisation are delivered on time

Key responsibilities

- Liaise with ED re ERM, FEI Officials and FEI Schedules
- Manage Volunteers – this to cover:
 - all eventing staff (with the exception of the specific paid staff)
 - general site volunteers
 - volunteer tent
 - Allocation of roles
 - correspondence pre & post event
 - management sign in/out on site
 - shirt distribution etc.
 - catering liaison for all volunteer catering – what type, how many, delivered to where, additional equipment requirement and management (fridges, water boilers)
 - liaison with other governing bodies regarding their volunteers & catering and other requirements such as accommodation (AD retains relationships with these external conveners regarding all sporting aspects and also assist in all accommodation matter)
- Manage box office
 - Weekly sales reconciliation
 - Weekly sales against target
 - Keep a spreadsheet of complimentary tickets to be uploaded
 - Volunteers
 - Competition Winners

- BE Organisers
 - Horse Trials Guests
 - Senior Management Guests
 - Sponsors Guests
- Liaise with ticketing company or create complimentary tickets on system
- Liaise with ticketing company regarding special offers and discounts.
- Managing aspects such as passes/badges/wristbands, catering as it relates to volunteers or accommodation, as the need arises.
- Manage XC Course builders on a day to day basis
- Manage grass management with Rural Manager/Farm on a day to day basis
- Manage FEI officials prior, during and post event i.e. travel, accommodation, timetables etc.

Required Skills and Experience

- Have a sound knowledge of Eventing Organisation and structure
- Have vision to assist with the delivery of a world class event
- Have a keen eye for detail
- Work as a team member
- A high level of multi-tasking and forward planning skills
- Extensive knowledge of event environment
- Hands-on approach
- To be prepared to work long and unsociable hours

Desirable Skills and Experience

- Sound knowledge of risk in events including risk identification, assessment, mitigation and management.
- Sponsorship understanding

This role will be demanding on time, patience and sleep, however it will ultimately be highly rewarding.

The successful candidate will be expected to sign up against the Working Time Directive.

Applicants should send a CV with accompanying letter to: nicky@blairhorsetrials.co.uk or by post to: Horse Trials Office, Atholl Estates, Blair Atholl, Perthshire, PH18 5TH