

Company: Blair Castle Estate Ltd.

Event: Land Rover Blair Castle International Horse Trials

Roles: JUNIOR ORGANISER

Job Type: Seasonal, until September 2022

Job Location: Blair Castle, Blair Athol, Perthshire, PH18 5TH

Salary: Basic plus shared accommodation

The Roles

The role will report to 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.

There is the possibility that one of the roles will be extended to a permanent position for the right candidate.

Key responsibilities

- To implement specific plans and task as defined by the AD. Such task include: Box office, ticket fulfilment, social media, website updates, timetabling, maintenance of databases, work with volunteers etc.
- Key task assignment – carry out to a high standard of competency the various delegated tasks ensuring all details are worked through.
- Manage administrative paperwork.
- Assist with the shaping and management of the volunteer teams to carry out specific roles pre and on event.
- Assist with hands on roles, which may include painting, strimming, stone picking, mowing, managing irrigation equipment.

Box Office:

Handle enquiries and process ticket sales through the online portal

Reconcile box office income against sales

Maintain a weekly sales report

Determine and send complimentary tickets to sponsors and estate guests

Collate the accreditation requirements (wristbands, vehicle passes, e-tickets) for all attendees.

Trade Stands:

Respond to trade stand enquiries

Maintain the trade stand database

Send exhibitor information to the accounts department to raise invoices

Request and track health & safety paperwork

Update the marquee and electrical contractor regularly with bookings

Create and send out exhibitor packs

Event Programme:

Update and maintain the flatplan in association with the printers
Request adverts from sponsors and send them on to the printers
Write or source articles
Send photographs from the previous event.
Collate the Runners & Riders lists
Proofread and sign off the pages

Sponsors:

Keep the sponsor database up to date
Update sponsor pages on the website
Confirm hospitality bookings
Liaise with sponsors regarding branding
Develop the branding plan with the Event Director
Order nations flags as required

General Activities:

Participate in training as required
Order event stationery and supplies
Event site tasks, after appropriate training
Assist with other estate events, including the Highland Games

Skills and Experience required

- Have a sound Equestrian knowledge
- Have vision to assist with the delivery of a world class event
- Have a keen eye for detail
- Work as a team member
- Be able to multi task and set out and follow time plans
- Hands-on approach
- To be prepared to work long and unsociable hours
- These roles will be demanding on time, patience and on occasions sleep, however it will ultimately be highly rewarding.
- The successful applicants 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: Nicky Townshend, Horse Trials Office, Atholl Estates, Blair Atholl, Perthshire, PH18 5TH
Please state on CV current employment situation and any notice which has to be served.