

# **NEBRASKA STATE FAIR POSITION DESCRIPTION EQUINE COORDINATOR**



## Overview

This position is responsible for coordinating and overseeing the Equine Department of the Nebraska State Fair. Responsibilities include coordinating with equine superintendents and show staff, providing a superior customer service experience for both exhibitors and fair guests, and working with a multitude of staff and volunteers. The Equine Coordinator position will report to the Livestock and Equine Manager.

## Nebraska State Fair Mission

To recognize the achievements of Nebraskans, celebrate youth and fair traditions and showcase agriculture while providing educational and entertaining experiences for all.

## Essential Duties & Responsibilities

- Work with Livestock & Equine Manager to create an action plan to ensure process and completion of all logistics.
- Coordinating with equine superintendents and show staff to produce a smooth, timely and enjoyable production of the equine shows.
- Be prudent with financials, following the budget provided to the equine department. Working with the Livestock & Equine Manager in making financial decisions.
- Follow the protocol for submitting financial paperwork.
- Attend all pre-fair equine meetings, either in person or virtually.
- Be familiar with the equine entry books, including general rules and regulations. Assist with editing and proofreading as needed.
- Uphold the general rules and regulations, along with the animal health requirements.
- To work closely with the Livestock & Equine Manager to build and manage an equine show office.
- To communicate with the Check-in Trailer Superintendent, Equine Veterinarian, and other staff to coordinate arrivals and departures.
- To communicate with the Operations Director in regard to the barn cleaning schedule.
- To coordinate with arena staff for arena conditions needed for each show.
- To ensure obstacles and any additional equipment needed to complete the show are requested in a timely fashion, delivered, set and moved as needed.
- Work with the show office to make sure all awards are ordered, prepared, and distributed accurately and timely.
- To professionally represent the Nebraska State Fair at all exhibitor functions.
- Ensure results have been proofed by the show superintendent and then published in a timely manner.
- Alert Livestock & Equine Manager of any potential deviations of the schedule.
- Be familiar and prepared to direct protocols from the Nebraska State Fair Emergency Action Plan.

## Requirements and Qualifications

Must possess a strong background and knowledge of horsemanship and horse show management. Must be a team player with the ability to both provide direction and take direction. Have strong time management, organization, communication, and interpersonal skills. Must be able to work well under pressure and adapt to changes in the situation. Proficient in Microsoft Office and email. Able to lift up to 50 pounds.

## Time Commitment

This position has year-round responsibilities, with greater time requirements from June 1st through September 30th. The successful candidate may be required to work long days and long hours prior to and during the Nebraska State Fair, and should be prepared to work at 14-day consecutive work periods when warranted. Other times of the year are more flexible, but attendance at pre-fair and post-fair meetings are required.

## To Apply

To apply to this position, send a resume and 2 references to [akelley@statefair.org](mailto:akelley@statefair.org). This position will be opened until filled. First reviews will begin in January.