

Director of Arena Operations and Events



REPORTS TO: TWHNC Chief Executive Officer

JOB OVERVIEW: Serves as primary point of contact for events on the Tennessee Walking Horse National Celebration property. Ensures all objectives and essential duties are met for the overall success of events at our facility.

ESSENTIAL DUTIES:

- Responsible for event management to include:
 - Scheduling of events
 - Developing footing management schedule of the arenas.
 - Organizing all needs of events to include the Blue Ribbon Circle, barns, RV Parks, and general grounds of the Tennessee Walking Horse National Celebration.
- Assist the CEO on budget, sales, and marketing to attract events to the facility.
- Make presentations to service groups, user groups, conventions, etc.
- Assist CEO in scheduling and coordinating all livestock, equine, and special events on TWHNC grounds and develop a marketing strategy
- Create diagrams and complete special setup needs for events
- Oversee daily operations, setups, and preparation for events
- Develop strategic plan for social media and website
- Work with CEO to develop a marketing program to attract events
- Performs other duties as required.

EDUCATION/ CERTIFICATIONS:

- High School Diploma or GED equivalency required
- Associates degree or above preferred
- Certified Manager of Equine Centers preferred

EXPERIENCE AND SKILLS:

- Minimum of five years' experience in Event Management
- Knowledge of livestock industry for marketing and competitive markets
- Tractor skills and the ability to maintain arena footing

- Knowledge of equestrian events, livestock shows, trade shows
- Excellent interpersonal and superior communication skills (both written and oral), with ability to interact effectively with volunteers and work efficiently with people at all levels in an organization.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

WORKING CONDITIONS:

- During peak seasons, work schedules will be extended to support events as required, which will include evenings and weekends, and can require 7 days per week on some occasions.
- During events, the work setting will be located on the event site with possible exposure to animals, dust, elevated noise levels, weather elements, crowds, and equipment. Event management will require a large amount of walking and physical exertion.
- During non-event times, the work setting is an office setting and arena.

CONCEPTUAL/INTELLECTUAL ACTIVITIES AND OTHER REQUIREMENTS:

- Ability to act and operate independently with minimal daily direction from the CEO
- Ability to work cooperatively and collaboratively with all levels of employees and colleagues.
- Frequently convey detailed or important instructions or ideas accurately, clearly, and/or quickly.
- Understand, remember, follow, and exchange basic instructions, information, and guidelines.
- Organize thoughts and ideas into understandable terminology.
- Dependable attendance and punctuality are necessary to perform the essential job duties.
- Mental acuity sufficient to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Ability to communicate in a clear, friendly, professional and proactive manner.
- This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

ABOUT THE TENNESSEE WALKING HORSE NATIONAL CELEBRATION:

The Tennessee Walking Horse National Celebration (The Celebration) is both the organization that crowns the Tennessee Walking Horse World Grand Champions as well as an equine and events facility. Sitting on 105 acres in the middle of Shelbyville Tennessee, The Celebration consist of four arenas, 1,000 stalls, just under 300 RV spots, and two banquet halls. For more information, please visit www.twhnc.com

Please send all résumés and inquires to wwells@twhnc.com. Position is open until filled.