

Burwarton & District Agricultural Society

Job Description

Job Title: Show Manager

Location: The Show Office, Burwarton, Bridgnorth, Shropshire WV16 6QJ.

Reporting to: The Society Directors and Main Organising Committee

Employment status: An average of 3 or 4 days per week on an annualised basis. September to March – approx 3 days a week. April to end of August full time **plus**.

Pay: £17,500 - £24,500 per annum depending on qualifications and experience.

Background:

The Burwarton & District Agricultural Society (BDAS) is a registered charity, limited by guarantee. It exists primarily to promote, educate and develop skills associated with various rural industries such as agriculture, crafts, horticulture, forestry and conservation.

The Show is held annually on the first Thursday in August. The Show is run almost exclusively by volunteers (300 plus) and regularly attracts in excess of 15-18,000 visitors, traders, sponsors, competitors and exhibitors on just the one day.

The Society is looking to recruit a Show Manager with strong organisational and administrative skills and the ability to multi-task and keep calm as Show day approaches. A professional manner and the ability to deal with people from diverse backgrounds is paramount to making a success of this role. This is a varied, diverse and interesting role requiring ability to work on own initiative but also closely with a team of committee members and volunteers.

This position offers an exciting opportunity for an enthusiastic individual with a varied workload. Experience of organising large events and activities, coupled with the ability to liaise effectively with a wide range of people will be essential, with the Show Manager often being the first point of contact for the Society. High standards of both verbal and written communication are a prerequisite.

Exceptional organisational skills will also be required, with the successful candidate being required to manage the show office and associated electronic systems. The role will include elements of lone working and working unsociable hours. The successful candidate must be able to work on their own initiative, whilst being an active member of the whole team. A knowledge or background in the event industry, agriculture or countryside activities will be advantageous.

The role of Show Manager will encompass a wide range of different responsibilities, the following provides some examples, but is not exhaustive.

Main duties:

1. Communication

- Act as first point of communication for the Society, ensuring effective communications utilising multiple channels.
- Maintain ongoing communication with the Society's Officers, Committee members and external contractors/caterers, including a mixture of face-to-face meetings, emails and telephone conversations as required.
 - The Society Directors (Chairman and Vice Chairman)

- Treasurer & Book-keeper
 - Show management teams and Stewards.
 - Commentators
 - Entertainment
 - Traders
 - Sponsors
 - Contractors
 - Stewards
 - Members of the public
 - Society members
 - External contractors – Catering Concessions, Service providers, etc.
 - Regulatory bodies
- Organise, attend and take minutes at meetings as required – usually evening meetings.
 - Annual AGM, always on last Monday in January.
 - Main Committee meetings – on last Monday in November, February, April, June and September.
 - Finance & General Purpose (F&GP) Committee meetings as required.
 - Livestock Committee meetings – October/November, April and June.
 - Equine Committee meetings – as and when required.
 - Handcraft Committee meetings – October and June
 - Other sub-committee meetings and in-house office meetings (trade/gates/parking, etc)
 - Organise and attend the annual Stewards' evening held on Sunday night prior to Show Day in the Members' pavilion on the showground attended by all stewards.
 - Help maintain Membership records and systems and process Society membership applications – either by direct debit, BACS, cheque or cash. Order and assemble membership packs for distribution in July. (in conjunction with Office staff).
 - Liaise with Book-keeper to analyse bank statements, receipts, payments, etc.
 - Process invoice payments, monitor bank account, etc.

2. Event Delivery

- Administer and co-ordinate the delivery of the Society's event(s), including;
 - Drawing up and distribution of Trade application packs/reminders/processing applications with Tradestand chief stewards
 - Contacting all previous year sponsors and liaising with new enquiries in conjunction with sponsorship officer.
 - Raising invoices for items such as sponsorship and trade stands
 - Working closely with external sub-contractors
 - Procurement of rosettes, prize cards, tickets and vehicle passes and distribution thereof.
 - Arrange updates and delivery of show literature including;
 - advertising and editorials
 - mapping

- Schedules and show programmes
- Liaise closely with Chief Stewards re timetables, scheduling of events, etc.
- Work with nominated H&S Advisers to maintain and update the Event Safety Management Plan and Stewards manuals.
- Submit plans to Shropshire Council Event Safety Advisory Group (ESAG) for review and feedback (Police, Fire, Environmental Health, etc).
- Form part of a showground emergency response team
- Review event feedback and facilitate mechanisms for future improvement in conjunction with Section heads at after event “wash-up” meetings in August.

3. External bodies & regulations

- Arrange any required licences or permits to ensure the Society complies with all current regulations and legislation (TENS for Food Hall, Village Green).
- Manage liaison with the appropriate regulatory bodies, which may include;
 - DEFRA / Animal Health – AGO completion and submission
 - Trading Standards
 - Environmental Health
 - Highways Authority – Highway licences for signage, etc.
- Keep up to date with legislation changes which may impact the Society, in areas such as health & safety, animal welfare etc.
- Maintain the Society’s affiliations and memberships including;
 - ASAO membership.
 - Equine/Livestock breed societies where appropriate

4. Over-see up-dating of website, social media and marketing working in conjunction with Office staff and PR officer:

- Maintenance of the Society’s website including;
 - Ensuring online sales channels are up-to-date, accurate and informative.
 - Ensuring important information such as schedule amendments are added to the website promptly.
- Ensure social media channels are updated in line with event marketing strategies, working with contractors as required.
- Maintain event listings on websites.

The successful candidate may also be required to undertake additional tasks or duties from time to time to meet the needs of the society.

Required skills

1. High standards of written and verbal communication.
2. The ability to effectively work alone and independently seek solutions to problems in close liaison with relevant Society officials.

3. The ability to work effectively within demanding event environments.
4. High standards of office management, including effective use of electronic systems.
5. Competent in the use of computer equipment, especially a working knowledge of Microsoft Office. Training will be given for specific software systems.

Other Requirements

The successful candidate must:

- Be prepared to work long hours during the weeks before and after the annual Show. Attend any other Society events.
- Be prepared to schedule your working hours around the availability of volunteers. This will include working a number of evenings and some weekends, particularly in the run up to the show.
- Hold a licence to drive and have their own transport, which is insured for business use at their own expense. They will be expected to travel to the show office and to meetings as required.
- Have the right to work in the UK and provide evidence of this prior to appointment.

To apply contact Glenys Allen: info@burwartonshow.co.uk
Please include a copy of your CV. Applications close: 31 May 2024
Interviews: June 2024
Start date: 1st September 2024 or by negotiation.