

# Skelton Show

## Job Description

Title: Show Secretary Job

Purpose: Responsible for the organisation of the AGM and general show meetings, together with general preparations in the lead up to the Skelton Show and administering Show Day. The Society are investing in market leading Showing Scene software which once populated should be of great value to this post.

## Key Responsibilities:

### General

- ASAO and NWFSS registration & annual updates for their booklets
- Oversee management of Showing Scene software populating and managing content to ensure smooth running of show, maintenance of accurate records etc.
- Be an ambassador for the show always looking for opportunities and ideas

### Show preparation

- Book and confirm marquees, water, electrics, Wi-Fi, toilets/barriers, caterers, bar and entertainment
- Book Vets, Doctors, First Aid & PA System and compare
- Manage and arrange the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog and Wrestling shows
- Order rosettes, badges, coffee and lunch tickets, judges & subscription books, exhibitor numbers etc.
- Arrange Licenses and ensure displayed on Show Day thus:
  - Defra for the livestock areas
  - Westmorland and Furness Council for Bar Licence (TENS)
  - Licence for Dog Show (Kennel Club and nominated Charity)
  - Any other required licences (keep abreast of changing legislation)

### Schedule

- Co-ordinate preparation of schedule with information from section secretaries (Livestock, Equestrian, Main marquee)
- \*Ensure listings for the Poultry, Vintage Vehicles, Foxhounds & Terriers, Dog Show and Wrestling are correct and judges sort.
- Check and keep up to date, Vice President, Member & Committee listings
- Incorporate all new information, classes and proof read
- Ensure address database up-to-date
- Liaise with Sponsorship secretary for accurate sponsor list
- Liaise with Keepers of the Cups for any changes to trophy allocation
- Prepare/check Timetable for showday and access map
- Liaise with designated printer including proof reading of schedule

### Pre Show

- Prepare stewards and volunteers lists
- Using showing scene, contact all volunteers, judges, members, stewards, committee & Vice Presidents etc with necessary paperwork and badges
- Organise prizes for Child with Pet & Dog Show (Trophies)

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- Organise bouquets for show
- Have new shield put on President's crook
- Organise presidents lunch invitations
- Prepare and have signed agreement with Skelton YFC for Disco in Foodhall show night
- Show Catalogue
  - Type up all entries as they come in for above for your exhibitors\*
  - Arrange introduction text by Patron and President
  - Update plan, timetable and Entertainment page
  - Liaise with designated printer including proof reading of show catalogue

## Show day

- Attend show on First Saturday in July, organising secretary's tent and in conjunction with other officials, ensure the efficient running of the show

## Post Show

- Type up the results for circulation for the press and publishing on website
- Send out Thank you letters

## Meetings - AGM

- Secretary's Annual Report
- Agenda & Financial Statement to all committee & Vice Presidents
- Post meeting
  - Letters to all Vice Presidents
  - Invite new committee members & new Vice Presidents, President, President Elect and confirm acceptance

## Meetings

- Arrange and contact committee for November, AGM, March, May, July and Sept Meetings
- Prepare Agendas & Minutes

## Essential Skills/Knowledge

1. Excellent administration skills
2. Computer literate with experience in use of Microsoft suite
3. Ability to work to deadlines

## Desirable Skills/Knowledge

1. Friendly manner (both face-to-face and on the telephone)
2. Accuracy and attention to detail
3. Knowledge of local area and an interest in agriculture

## Remuneration

By annual honorarium payable immediately after the show