



Coordinator of Show Events

Position Summary: The Coordinator of Show Events will assist the Executive Director in the management of general clerical office duties, all activities in the front office as well as the management of special events and educational venues conducted during the Livestock Show.

Minimum Qualifications:

- A four-year university/college degree is preferred
- Preference given to applicants with 2+ years of experience in the livestock show industry
- Experience working with volunteers

Essential Duties/Responsibilities:

- Manage the livestock show entry system and DNA nominations
- Assist with coordinating contracts, travel and lodging for all Livestock and Horse Show officials
- Serve as the liaison between the Arizona National and the Horse Show Manager and Show Secretary
- Serve as the lead for the annual revision and publication of the Horse Show Premium Book
- Coordinate meetings and events (both during the show and throughout the year)
- Organize, staff and implement the Farm Experience area during the Livestock Show
- Perform additional duties and responsibilities as assigned

Desired Qualifications:

- Minimum of a bachelor's degree.
- Preference given to applicants with 2+ years of experience in the fair, festival, event, or agricultural industry.
- Exceptional organization, prioritization, and time management skills.
- Perform well under pressure and thrive in a fast-paced, collaborative environment.

Specific Technology Experience: Proficient with computer Microsoft Word, Excel, Outlook. While no experience is necessary, this position is expected to learn and operate in TurboCAD and ShoWorks (an Access-based software).

Small Office Environment: All members of the small staff will support and assist all other staff which includes (but not limited to) all functions of the office including answering phones, email solicitation and collection, mass mailings, stuffing envelopes, folding newsletters, running errands and proof reading documents.

Work Environment: Deadline oriented project environment. Extensive walking during the annual livestock show, heavy telephone, computer and interpersonal contact. Limited travel may be required. Extended hours required during peak periods.

Application Procedure: Applications will be reviewed beginning May 1. Applications will be accepted until position is filled. Send current resume, introductory letter and three professional references with appropriate contact information to: Tyler Grandil, Executive Director, Arizona National Livestock Show, 1826 W. McDowell Rd., Phoenix, AZ 85007, or email to: tyler@anls.org

Compensation

\$35,000 per year, health benefits, 10 days of paid vacation and holidays