



Horse Show Office Coordinator

Salary: \$32,000 to \$33,500 commensurate with experience
Work Schedule: 37.5 hour workweek, extended hours as required
Work Address: Kentucky Exposition Center
937 Phillips Lane, Louisville, KY 40209

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Under the Kentucky Venues brand, two major convention and exposition facilities--the Kentucky Exposition Center and the Kentucky International Convention Center--serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and North American Championship Rodeo. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

Job Description:

Kentucky Venues is seeking a knowledgeable equine industry professional to coordinate all Horse Show Office functions for events taking place at the Kentucky Exposition Center. The Horse Show Office Coordinator performs routine administrative duties and coordinates the work of interns for producing all equine events and their related materials for shows including the World's Championship Horse Show, the Quarter Horse Show, the Draft Horse Show, the Mule Show and the North American Livestock Exposition Horse Show.

Work schedule can include nights, weekends and holidays as event schedules require. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and state employee pension.

Essential Functions:

- produces Premium Lists for Kentucky State Fair, WCHS and NAILE;
- produces WCHS premium book and program;
- utilizes Adobe InDesign to layout, revise and edit premium books and programs;
- produces contracts for Suites, sponsorships, and contracted workers;
- produce art for WCHS Pocket Schedule; parking passes and Stagehand passes
- sell and produce ads for the WCHS program and invoices advertisers as necessary. WCHS ad placements for industry publications;
- proofread printed documents, brochures, programs and catalogs for accuracy and errors;
- inventories all exhibitor, educator and season passes, parking passes, souvenir pins and awards;
- responsible for analyzing, processing and summarizing all WCHS, KSF Quarter Horse Show and NAILE Horse Shows credit card receipts;
- maintains records, organizes entry forms for all horse shows and produces sponsorship invoices for contests;
- keys and proofs WCHS entries in to HSS database; Horse show entries in FunWare Database;
- answer phone and email requests and assist with WCHS inquires;
- performs other duties as management necessitates.

Physical Demands (Employee must be able to perform with or without reasonable accommodations):

- majority of time spent in office at computer;
- communicate with employees via face-to-face conversation, e-mail, and telephone;
- must be able to communicate in person with external clients, government representatives and agency staff;
- must be able to complete work in a timely manner and be proactive with business needs.

Work Environment and Hours of Work:

- generally works Monday – Friday 8a-5p in order to be accessible to staff and external clients;
- during events will be required to work extended hours including evenings, nights, holidays and weekends;
- office work environment, moderate noise levels;
- exposure to allergens on a routine basis to carry out Horse Show duties (hay, dust, dirt, livestock, domestic animals);
- occasionally will work in external office during events (noise, crowds, crowded office space).

Knowledge, Skills and Abilities:

Knowledge of

- basic accounting principles and practices, and reporting financial data;
- English language structure and content including meaning and spelling of words, rules of composition and grammar;
- mathematics and their applications;
- administration and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources;
- customer and personal services principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- law and government such as legal codes, precedents, government regulations, executive orders and agency rules.

Skilled in

- data accounting software;
- team player who also thrives working independently;
- active listening and active learning, reading comprehension, and social perceptiveness;
- critical thinking and complex problem solving with sound judgement and decision making abilities.

Able to

- be highly motivated, resourceful and goal-oriented possessing excellent financial, verbal and written communication skills;
- be professional in appearance and manner;
- work quickly and proactively in a fast-paced environment;
- apply general rules to specific problems to produce answers that make sense;
- perform mathematical functions quickly and correctly, choosing the correct method to solve a problem;
- communicate information and ideas orally and in writing so others will understand;
- recognize a problem and collaborate with others to reach a solution or eliminate the problem.

Education and Experience:

Preferred candidate will possess at least a high school diploma with at least 3 years' horse industry experience. Bachelor's Degree in an industry-related field may substitute for preferred experience.

Contact Information:

Interested applicants should send a cover letter, résumé, and at least 3 professional references to:

Kentucky Venues
Whitney Turner, Horse Show Branch Manager
P.O. Box 37130
Louisville, KY 40233-7130

or via email: whitney.turner@kyvenues.com Please reference "Horse Show Office Coordinator vacancy" in the subject line. Deadline to apply is March 20, 2019.

The commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information or veteran status. Reasonable accommodations are provided upon request. Applicants and employees in this job title may be required to submit to a post-hire criminal background check.