

## General Manager

### National Cutting Horse Association

The National Cutting Horse Association is seeking an experienced professional for the position of General Manager. The Association is responsible for running the largest indoor equine event in the Southern Hemisphere which features over 500 competitors and \$700,000 in prize money with the assistance of over 50 national and international sponsors.

The General Manager will report directly to the Board of Directors and be responsible for management of all NCHA activities including administration, marketing, finance, sponsorship and events to ensure continued growth in the industry.

This position requires the following skills and experience:

- Extensive experience in high management roles
- Extensive experience in event management
- Experience with sponsorship and marketing
- Strong verbal and written communication skills
- Strong media and corporate relationship skills
- Strong negotiation skills
- The ability to handle multiple projects
- A high level of attention to detail
- The ability to work well under pressure and meet required deadlines
- Demonstrated leadership and organisational skills
- Experience with MYOB, Microsoft Office programs and report writing

The successful applicant will undertake a variety of tasks including:

- Event marketing and management
- Obtaining sponsorship for national events and maintaining business relationships
- Staff management
- Report writing, contract creation and managing financial documents
- Participation at Board meetings
- Traveling throughout Australia to manage major events and maintain member and sponsor relationship
- Representation at local and national promotional events

Industry knowledge is essential. This role will require some travel and weekend work at major events.

An attractive remuneration package will be offered to the successful applicant.

If you believe you have the skills and experience to be a success in this exciting position, please apply by **addressing each of the above skills and experience** and email your application along with a current resume to [cat.com@activ8.net.au](mailto:cat.com@activ8.net.au)

For any enquires please contact **Peter Shumack on 0427 479229**. (Do not direct any enquiries to the NCHA office)

Applications close 5.00pm (EST) Friday 1 December 2017.