



Dressage at Devon  
23 Dorset Road, Devon, PA  
Volunteer@DressageatDevon.org

## **Volunteer Job Description**

**Title:** Show Manager Crew  
**Department:** Show Manager – Dianne Boyd  
**Location:** Report to Volunteer Room/Under East Grandstand  
**Time Commitment:** 6-8 hour shifts. Hours between 7:45 am and 10 pm depending on the day/assignment.

**Description:** The Show Manager Crew is made up of a variety of volunteer functions that require some specialized knowledge and work largely behind the scenes. Each of these is a specialty job requiring prior experience and ability to work in a fluid environment.

### **Duties & Responsibilities:**

Several assignment areas available, some depending on day/time –

- **Score/Office Runner** – Breed Show only (Tues/Wed/Th). Run score sheets from ring to Show Secretary's Office.
- **Secretary's Office Assistant/Awards** – Works in the show office. Maintains signature log and distributes ribbons/tests to competitors or their representative for competition classes.
- **Trophy Assistant** - Works with awards and trophies in the Committee Stand – Works with Melanie Sloyer.
- **Awards Pinning** – Performance Division only (Th/Fri/Sat/Sun) – Works in warm up ring around horses/riders to assist the Ring Masters in pinning ribbons following classes.
- **Announcer's Assistant** – Works in the Announcers Booth. Ensures that appropriate announcements are made throughout the competition. Que up announcements for awards, sponsors, and vendors.
- **Assistant Bit Check** – may be needed if rules require checks for national classes. Visual check of bit and whip to ensure FEI rules are followed. CDI classes are done by official FEI Stewards, a volunteer may not be required.

### **Qualifications:**

- Ability to stand/walk for 6+ hours – there are breaks.
- Happy to follow directions and work as part of a team.
- Min age: 18

### **Requirements:**

- Reliable.
- Friendly and professional demeanor.
- Experience working/volunteering at horse shows.

**Training:** Overview of specific duties is provided in advance from the Show Manager. Some functions may require flexibility in specifics depending on conditions on competition days.

**Work Environment:** These are primarily outdoor positions. Volunteers should be prepared to work in a variety of weather conditions and walk between locations throughout their shifts.