



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

## **Volunteer Job Description**

### Facilities Crew

**Overview:** This is a critical behind-the-scenes team focused on pre-show and post-show activities. The Facilities Crew is in constant motion and managing the storm behind the calm. A perfect opportunity to learn what it takes to put on an FEI three (3) star event. Facilities Crew are on-site days before the Show begins and typically are the last group to say, "Goodbye, see you next year". If you can commit to being available for full/half day blocks starting Saturday Sept 23<sup>rd</sup> through Monday Oct 2<sup>nd</sup> and be flexible to work where needed, this is the job for you!

#### **What will I do?**

- Assist with delivery, set-up/ take down of equipment (Tables, Chairs, Linens, Supplies, Banners)
- Coordinate closely with many other teams (Show Management, Vendors, outside Suppliers, Devon Horse grounds staff, Financial Donors, Show Entertainment teams) to address issues as needed.
- Oversee End of Show process and inventories.

#### **Requirements:**

- Friendly and professional demeanor, ability to follow chain of command and direction.
- Excellent communication skills.
- Thrive in a fast-paced, changing environment and willing to jump in as needed to get the job done.
- Must be creative to find solutions for positive outcomes with a focus on safety.
- Be physically strong and in relatively good health. Heavy lifting is an unpleasant necessity.
- Ability to safely drive a golf cart and use a radio.
- Experience with logistics and facility management is very helpful.
- Experience working in close proximity to horses in a show environment is very helpful.
- This is not a job for the bashful, shy, timid, or lazy.
- Min age: 18

**Department:** Facilities - VP TBD

**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.