



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

## Volunteer Job Description

### Show Manager Crew

**Overview:** 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.

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

Several assignment areas needed, 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.

#### **Requirements:**

- Reliable.
- Friendly and professional demeanor.
- Experience working/volunteering at horse shows.
- Able to work outdoors in a variety of weather conditions.
- Min age: 18

**Department:** Competition Support - 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.