

## **Job Description & Duties of NDWS Event Coordinator**

The duties of this job vary greatly, depending on the time of year and what event is ahead. You are responsible for getting mailings out or preparations made for the various shows throughout the year, with the main events being the North Star Classic, the ND Jr. High/High School Rodeos and the numerous events held during the NDWS. The jr. high/high school rodeos are held in April & September. In August, along with the rodeo work, you will begin work on the North Star Classic, which is held in December. Work on that concludes the end of January, due to the approximately three weeks of post-show work. With the Winter Show in March, you are extremely busy with that work from January until after the show in March, finishing up with the post-show work the beginning of April. In addition, there are small events throughout the year that you are responsible for making preparations for, or getting notices out for as well, including a ND State Crop Show Meeting, NDWS Livestock Committee Meetings, NDWS Annual Meeting.

You are the main person to keep track of and organize the NDWS event entries - horse pull, pony pull, horse team events, junior cattle show, ranch rodeos, classic steer and market hog show, as well as compile the results to figure premiums after the shows.

Depending on the event, you check in the various participants that you are assigned to. The manager is very hands on and handles most of this, with you as an assistant. These events would include the North Star Classic, the jr. high/high school rodeos and, during the Winter Show, the Jr. Cattle Show, hog show, the classic steer show, horse and pony pulls, team events, ranch rodeos and mutton busters.

As needed, you answer phones and assist visitors that come up to the office.

You will be the main coordinator for the vendor show during the NDWS. This will include reviewing all applications from food and exhibitor vendors to insure correct and accurate. You will work directly with each vendor. You will do the mapping, with assistance from Manager and BOD on that committee, coordinating and all correspondence with the vendors.

Assist in preparing the NDWS schedule – thoughts for new shows, changes in schedule or times.

Assist Manager with any duties as assigned by her.

This position is part time, seasonal. The WS offices do not operate full time during the summer months of May – August.

All can be discussed and negotiated.