



Show Coordinator

Purpose of position:

The Show Coordinator augments the professional Show Secretary role currently held by Sue McKeown and the Volunteer Coordinator.

The role may be fulfilled – in whole or in part – by another officer or director.

Individuals must have the commitment and skills required to fulfill the Core Responsibilities of their role. Other aspects of the role can be delegated to others; however, the individual retains accountability for the work being done well and in a timely manner.

Core Responsibilities:

Prior to start of season:

- Set show dates with Apple Knoll Farm, Show Secretary and group*
- Work with President to coordinate contracts with Apple Knoll
- Find and schedule judges, and execute contracts
- Schedule food vendor
- Schedule show photographers

Immediately prior to each show:

- Confirm with judges, including their need for scribes, and hotels
- Confirm photographer and food vendor
- Coordinate with Apple Knoll as show date approaches to ensure facility is ready on show day
- Communicate payment terms for judges, Apple Knoll and food vendor to Treasurer to have checks in hand on show day
- Coordinate and gather volunteer and high point prizes
- Work with Volunteer Coordinator for show logistics
- Coordinate with Secretary to get times posted on website

Show day and post-show:

- Attend shows (all shows, if possible) to work out any last minute show day issues
- Keep records of show judges for future years
- Coordinate with Secretary to get results posted on website

Other Responsibilities that may be delegated to other officers/members:

- Maintain appropriate inventory of show ribbons and reorder as needed, and ensure ribbons are available at the show office in a timely manner.

Necessary Skills/Attributes:

Excellent project planning skills

Strong communication skills

Understanding of contract negotiation and administration

* Group refers to officers and directors, and other members when present at a monthly meeting.