

JOB OPORTUNITY

NOVEMBER 2024

JOB ADVERT: **EVENT ADMINISTRATIVE EXECUTIVE**

Musketeer Event Management is seeking a highly organized and motivated person to join our dynamic team. The successful candidate will play a key role in the planning and execution of our events, ensuring everything runs smoothly from start to finish.

Musketeer Event Management, founded in 2003 by Alec Lochore, is a well-established event management company specializing in equestrian events across the country. With a rich history, including the management of over 160 national and international events, MEM operates some of the most prestigious competitions, including:

- Cirencester Park Horse Trials
- Burnham Market International
- Barbury Castle Horse Trials
- Cornbury Horse Trials

Additional support for events such as Dauntsey

Alec Lochore, our Managing Director and former Eventing Manager for the London 2012 & Tokyo 2020 Olympic Games, leads our dedicated team from our office in north-west Norfolk.

The Role: The successful applicant will join a friendly, hardworking and dedicated sport team in the delivery of high class national and international equestrian events in which there are a number of key stakeholders. The successful applicant will be responsible for specific projects and tasks in the day-to-day planning and management of the events.

There will be a requirement to travel and stay away at those events run by MEM that are out-with a commutable distance.





Key Responsibilities could include (but not be limited to):

- Contractors – appoint and manage.
- Volunteers – recruit, liaise and deploy
- Work with printers & designers in production of the event programmes
- Maintaining an up-to-date website
- Manage social media
- Manage the Box Office for the various different events
- Manage Prize Money
- Attend industry meetings from time to time as required.
- Overseas travel may be required/offered from time to time.

Skills and experience required:

- Good administrative skills, including thorough working knowledge of MS Word and Excel.
- Full driving licence. Be prepared to take trailer test if required
- High levels of attention to detail
- Take Ownership and demonstrate responsibility in the delivery of all tasks
- Work as a team member
- Have a vision to assist with the development and delivery of international events
- Have some existing knowledge of eventing will be a strong advantage
- Must be a good communicator, both spoken and written
- Be able to demonstrate a hands-on approach to any manner of on-site tasks
- To be prepared to work long and unsociable hours at key times

Company: Musketeer Event Management

Role: Event Administrative Manager

Job Type: Full time

Job Location: Brancaster, Norfolk, PE31 8EE

Salary: Subject to experience.

Annual Leave: up to 28 days p.a.

Job Start: Jan 2025

To apply please send your CV and covering letter stating your suitability to info@musketeer.co.uk

By Friday 6th December