

## **Job Posting: Reining Alberta NRHA Show Manager**

Reining Alberta (RA) is seeking a dedicated and highly organized **NRHA Show Manager** to aid in the planning, preparation, and execution of the NRHA Approved Reining Alberta Classic series. This position plays a critical role in ensuring that our events meet NRHA standards and deliver an exceptional experience for competitors, judges, horses, volunteers, and spectators.

### **Position Overview**

The Show Manager is responsible for coordinating assigned pre-show preparations, managing onsite logistics, and ensuring every aspect of the event adheres to NRHA rules and guidelines as outlined in the NRHA Handbook. This individual must be present onsite for the full duration of every RA show and be ready to assist with any task required to ensure the success and smooth operation of the event. This position will be working closely with the Reining Alberta Administrator position as well as the Show Secretary. The Show Manager reports directly to the Reining Alberta Board of Directors.

This is a **contract position**, and **wages will be competitive and vary based on experience**. This position must be a certified Show Secretary and if the applicant is not currently certified, opportunities will be provided to receive this training in advance of the show season.

## **Key Responsibilities**

### **Pre-Show Planning**

- Ensure all NRHA show-approval requirements are met and submitted within required timelines.
- Coordinate with RA board members, RA Administrator, show secretary, officials, volunteers, and facility management.
- Secure NRHA-approved judges, announcers, scribes, gate personnel, and other required staff.
- Review and implement NRHA Handbook requirements to ensure full compliance.
- Prepare schedules, pattern books, arena plans, and class lists.
- Oversee stabling assignments and warm-up ring logistics.
- Coordinate equipment, sponsor banners, awards, and show materials.
- Provide clear communication to exhibitors, trainers, and NRHA representatives.

### **On-Site Show Management**

- Be onsite for the full duration of each show, including setup and teardown.
- Manage day-to-day show operations, including class flow and arena preparation coordination.
- Ensure the welfare of horses and riders is upheld according to NRHA rules.
- Serve as the primary onsite contact for judges, staff, volunteers, and competitors.
- Oversee results accuracy, payouts, and the timely submission of required NRHA documentation.
- Address issues as they arise and support any task needed to ensure the show runs smoothly.

## **Qualifications & Requirements**

### **NRHA Knowledge**

- Strong understanding of NRHA rules, standards, and show-management requirements.
- Familiarity with NRHA approval processes, score sheet standards, and post-show reporting.

### **Preferred Experience & Skills**

- Experience managing equine events, preferably NRHA-sanctioned shows.
- Excellent communication and leadership abilities.
- Strong organizational skills and attention to detail.
- Ability to multitask, problem-solve, and remain composed under pressure.

### **Personal Attributes**

- Genuine care for horse welfare and rider safety. Willing to address animal welfare issues or competitor complaints when the necessity arises.
- Positive, cooperative, and hands-on approach — willing to help wherever needed.
- Commitment to working long hours, including weekends and evenings, during events.

### **Other Requirements**

- Must attend all RA shows and be onsite for the entire duration.
- Must be physically able to assist with operational tasks.
- Valid driver's license and reliable transportation.

## **Reporting Structure**

This role reports directly to the **Reining Alberta Board of Directors**.

## **How to Apply**

Please submit your resume and a brief statement outlining your experience with NRHA or equine event management to:

[\*\*Submit your Resume\*\*](#)