

## **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 as 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**

- Coordinate with RA board members, RA Administrator, show secretary, officials, volunteers, and facility management to ensure amenities needed for show are prebooked: audio visual, curtains, shavings etc
- Secure NRHA-approved judges, announcers, scribes, gate personnel, and other required staff.
- Review and implement NRHA Handbook requirements to ensure full compliance.
- Assist Board in preparing 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.

### **Specific Duties at the Show:**

- Assist with trailer unloading, banner setup and office setup; direct volunteers to help as available. Primary point of contact with Westerner staff during show to secure extra equipment as needed (tables, chairs etc.) and address facility issues. Also please assist with take down and putting things back in the trailer.

- Post the QR code for adds/deletions of entries in each barn as well as stall maps on an initial walk through.
- Prior to Show each morning, set out pylons, judges chairs and ensure arena is ready to show in. After the start of the show, assist in getting the prizes out to the prize table utilizing available volunteers where possible. Prizes not picked up during the allotted prize pick up time should be returned to prize room at end of day.
- Coordinate with Ground manager arena closure time prior to each show day and ensure it is posted at the arena gate as well as advise the office team such that it can be posted on Facebook and the website.
- Monitor the ground in the outdoor areas and ensure they are prepped in advance of warmup for aged events and ideally, that either the indoor arena or the outdoor arena is available for participants to use; ensure Westerner staff maintain the covered outdoor, track, indoor and apply water and drags as required. Work closely with the ground manager to ensure our ground is maintained from the start until the end of the show.
- Plan and communicate utilization of judges, scribes, drags, warmups during show and if trot ins are required. In 2026, Shonda Day, Shawna Sapergia and Jesse Beckley are on the show committee and are available to help with show questions. In the event they are not available, seek advice from another or preferably two trainers such as Locke and Shelby. If multiple judges are being used, with judges rotating bit check position, determine which scribes are required when and communicate it to them for the next show day. As a rule, use all judges for aged event classes and reduce number of judges in pen for ancillary classes. Judges can be asked to begin their shift later to avoid overtime.
- Ensure lunch and dinner is planned for show staff: judges, scribes, gate folks etc.. Volunteers can be utilized to pick up food provided it is arranged in advance. Please make coffee available from RA until 11 am or so and then one pot made later in the day after the food truck is gone. We do not need to provide coffee 24/7. Organize snacks and drinks for judges. This could be a Costco run done by a volunteer. Coordinate with show office or Board members to seek volunteers or sneak out during a day and go pick them up and expense to Reining Alberta. Keep the judges room clean and organized and set up heaters as required.

**General guidelines for drags:**

- Every 8 riders for an ancillary class, and less for an aged class with the overall goal of creating good ground for all riders and a equal opportunity to be successful.
- In an aged event with 15 riders, drag every 5 for instance but with a smaller class do not drag with less than 5 riders per drag.
- In an ancillary class with 36 riders, still drag every 8.

- In an ancillary class with Post entries, they will be put at the end of the draw. Post are prior to the class for aged events (office staff will plan draw) however prior to draw 1, there must be a drag.

#### **General guidelines for flow of show days:**

- NRHA strives to not have shows exceed 10 hours. That is approximately 120 runs without any breaks. Any day with over 100 runs, should use a mandatory trot in for all or some of the classes. For green and youth, avoid a mandatory trot in if possible.
- Aged events should be allotted a warmup for those in the class if time allows. 20 minutes to ½ hour is ideal. RA would like to ensure this is a requirement for futurity horses. Also no trot in should be imposed for futurity horses.

#### **General guidelines for Animal Welfare Checks**

- Split time minimum of 40% sitting at the warmup pen being visible and chatting with folks. People often are more mindful of their behavior when they are being monitored. For aged events, the majority of the time should be spent sitting and watching at the outdoor warmup pen. In the event excessive training is observed, please ask the individual to take a break and give their horse a rest. Remind competitors that we always want to ensure we are representing the sport of reining in a favourable light to any spectators. As the show pen will be monitored by the crowd and the judges, the show manager does not need to monitor the show pen during show hours.
- Walk the barns a minimum of twice a day to be visible and ensure no abuse is occurring in the stalls. Record and advise office and show rep of any issues.
- Be available to discuss complaints and go to the scene of the complaint when called. Immediately engage the show steward, if hired, or the show representative and ensure good records are kept of the event.

### **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:

**slday@telus.net**

