



Chair: Special Events October Festival

Job Title:	Chair – Special Events	Position Type:	Volunteer Committee Chairperson
Reports to:	Chair – October Event	Date Posted:	6/1/2019
Location:	378 Fair Hill Drive, Fair Hill, MD	Job Start:	Immediate
Level:	Volunteer Position	Major Job Work:	Thru summer and event in Oct.
Postings:	By direct email to our volunteer database; FHI Facebook, FHI website, Instagram, Twitter		
Posted by:	Kathie Troutman, Volunteer Director		

Please send interest note, questions, or application to:

EMAIL: kathie.troutman@comcast.net

SUBJECT LINE: Chair – Special Events

Job Description

OVERVIEW: Fair Hill International is a non-profit entity producing The Dutta Corp. USEF Fall Eventing Championship, and Young Event Horse East Coast Championships, October 16-20, 2019. This position is for a Special Events volunteer coordinator to plan, arrange, and oversee performances / appearances of a myriad of special events to be offered to the public attending the October 3-Day event. This position would be a good candidate for sharing by Co-chairs. (Feel free to apply with a friend.)

ROLE AND RESPONSIBILITIES:

The Special Events Chair will solicit and coordinate Special Events that should include perennial favorites Dog Agility and Frisbee Dogs.

The Special Events Chair will research, solicit and coordinate a variety of other 'acts' or appearances that might include, but not be limited to, those types who have appeared previously:

- Musicians
- Puppeteers, jugglers
- Mounted Games
- Pony Club Games
- Mini horses
- 4-H brushing & grooming demo
- Sparky or fire engine appearance
- Mule jumping
- Blacksmith demonstrations

The Special Events Chair will coordinate appropriateness, scheduling options, locations, and other needs, with the October Event Chair (and Layout Committee), Kids' Corner Chair, and especially the Arena Manager very early on in the process of confirming 'acts'. It is likely that some special events will have a designated location for the entire weekend (e.g. Dog Agility), some may be roving (e.g. a juggler), some may be held during breaks in the Main Arena or warm-up area. A comprehensive file from previous chairs exists as guidance.

The Special Events Chair will provide a schedule of all 'performances' days, times, locations as well as a short description of each act that can go on the website and in the program so that it can be shared with all other committees and publicized to attendees.

The Special Events Chair will help performers from out of the area with questions concerning accommodations,

stabling, etc. as needed and see that all performers receive parking and admission credentials.

During the event, the Special Events Chair is responsible for meeting the performers, arranging whatever support is required, etc.

PREFERRED SKILLS

Initiative, attention to detail, excellent communication skills, and ability to coordinate plans and needs within a large planning committee are important in this critical job! Previous experience coordinating or scheduling a multi-faceted event is most helpful!

ADDITIONAL NOTES

We welcome inquiries without commitment! This position is fun, but it is detail critical!