



# Assistant Manager of Event Operations – Rodeo & Equestrian Shows

The Western Stock Show Association d/b/a National Western Stock Show (WSSA/NWSS) is seeking qualified candidates to join our Event Operations Department that will work as a team member with the organization as a whole to ensure a high-performance, customer service-oriented work environment and support achieving NWSS' Vision, Mission and Values. The candidate will assist the Manager of Event Operations in the day-to-day operations of the National Western Complex, specifically Rodeo and Equestrian events.

## Overview

This position works closely with the Event Operations, Rodeo, and Horse teams, so a well-rounded team player who can work with different personalities and provide exceptional client services is critical. This person will demonstrate a continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide Plus1 Service. This position will work closely with the Director of Event Operations, Manager of Event Operations, and co-Assistant Managers of Event Operations and at times will work under the direction of the Rodeo and Horse Show Management Staff.

## About Us

The National Western Stock Show, established in 1906, is the premier livestock, rodeo, and horse show in the nation, serving agricultural producers and consumers throughout the world. We are a 501(c)(3) charitable organization providing education in agriculture, including college and graduate-level scholarships in agriculture and veterinary medicine for practice in rural areas.

The National Western Stock Show, one of Colorado's preeminent tourist destinations, is held every January for 16 days. A nationally recognized western heritage and entertainment event, the stock show hosts one of the world's richest regular season professional rodeos, one of the country's largest horse shows, and Colorado's largest western trade show, attracting attendance numbers over 700,000 visitors each year.

Throughout this historic event, the National Western strives to strengthen American agriculture through enrichment programs and youth education in livestock, equestrian, farming, ranching, animal awareness, and appreciation. We celebrate western lifestyles, our communities, and provide life-long memories and family traditions.

## Roles & Responsibilities

The Assistant Manager of Event Operations – Rodeo and Equestrian Events is primarily responsible for the oversight of all operations pertaining to scheduled events in the National Western Events Center, Stadium Arena, and Denver Coliseum (during Stock Show only). This position will work closely with the Assistant Manager of Events Operations – Exposition Space and the Assistant Manager of Events Operations- Events Center to oversee the Event Operations team and ensure staff and resources are being properly allocated to all spaces based on the shows scheduled and the resources necessary to provide a quality experience to our vendors and patrons.

- Supervises Show Lead staff and their teams throughout show activity to ensure proper layout and timely completion of all tasks. Provides hands-on assistance as necessary.
- Supervises and coordinates activities and aids in the development of workers engaged in rodeo and horse shows, to include small planning meetings with Show Leads assigned to specific shows.
- Operates/oversees the operation of tractors in arena spaces to ensure proper footing and maintenance for upcoming events.
- Assists in planning and coordination of rodeo and horse shows from start to finish – developing arena layouts, preparing event checklists, planning set up and tear down schedules, etc.
- Operates various equipment (scissor lift, forklift, floor scrubber, tractor, etc.) in a manner that is compliant with OSHA regulations and NWSS Safety Policies.
- Oversees and completes repairs of arena panels. Fabricates panel racks. Repairs arena drags and other equipment as needed.
- When no rodeo or equestrian events are scheduled, partners with Assistant Managers of Events Center/Expo Hall to oversee and complete tasks pertaining to upcoming complex shows.
- Works with the Event Operations management team to study production schedules and estimate worker hour requirements for completion of job assignment, including labor distribution and working within the labor budget. Coordinates with Manager of Event Operations to post weekly work schedules.
- Demonstrates a continuous effort and initiative to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide excellent internal and external customer service.
- Works with the Event Operations team to aid in creating a work environment in which people are enabled to perform to the best of their abilities, including Performance Plans and disciplinary documentation as necessary.
- Works with the management team, plays a critical role in the hiring process, and is responsible for identifying the staffing requirements for replacement or new open positions in the Event Operations department. Works with the team to define roles and responsibilities as well as sets expectations for the interview process.
- Interprets company policies to workers and enforces policy and safety regulations.
- Assists with facilitation and recordkeeping for training and certification of all Event Operations staff in order to remain in compliance with all safety and driver regulations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

## Required Skills & Abilities

- Proven record of accomplishment that demonstrates initiative, managerial, and interpersonal skills.
- Proven knowledge of rodeo and equestrian performance arena set up and design.
- Proven knowledge of rodeo and equestrian production and event flow.
- Proven knowledge of tractor operation with arena footing preparation and maintenance.
- Advance skills in welding, metal cutting and fabrication.
- Ability to manage multiple projects with high degree of detail against short deadlines.
- Achievement-oriented and confident.



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- Experience in collaborating successfully in a team environment.
- Creative, flexible and innovative.
- Must be at least 18 years of age or older to apply.
- Must have a flexible schedule, including working days, evenings, nights, weekends and holidays hours up to 12-hour shifts. Hours of work may vary depending on shows.

## Preferred Experience/Qualifications

- 2+ years of Customer Service/Team Supervision
- Experience operating a forklift, scissor lift, tractor, floor scrubber, sweeper and similar other equipment is preferred.
- Experience completing employee new-hire and safety training.
- Possess a valid Colorado Driver's License and provide a clean and current MVR upon hire.
- High school diploma or equivalency

## Physical Demands

National Western Complex is a multi-purpose indoor and outdoor commercial and agricultural complex where dusty conditions and animals may exist. While performing the duties of this job, work is performed both indoors and outside in all weather conditions, including extreme cold, snow, wind, and rain, on varied surfaces. Our employees must be able to work indoors and outdoors with regular and prolonged exposure to extreme temperatures, must be comfortable working at heights, and be able to work around moving machinery and equipment.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items over 50 pounds.

## Pay Range & Benefits

- This is a full-time salaried/exempt position.
- Compensation for this position will range from \$50,000.00 to \$55,000.00 annually depending on experience.
- Full-time employees qualify for partial paid medical, dental, vision, and life for employee; family coverage is available at group rates.
- 100% paid long term disability.
- Paid sick leave and vacation time.
- Upon meeting plan qualifications, a competitive 401(k) retirement plan is available.

WSSA/NWSS is a drug & alcohol-free employer with a zero-tolerance drug policy.

WSSA/NWSS is an equal opportunity employer and values diversity.

**All offers are contingent on the successful completion of a criminal background check and pre-employment drug screen.**

## How to apply:

- Visit our website: [www.nationalwestern.com/about/join-our-team/](http://www.nationalwestern.com/about/join-our-team/)
- Email a resume & cover letter to [hr@nationalwestern.com](mailto:hr@nationalwestern.com)
- Scan the QR Code



Questions? Call our HR Team at (303) 299-5533 or email [hr@nationalwestern.com](mailto:hr@nationalwestern.com)