

Show Aide

Mission: To assist the show office manager with the show office duties at the shows. Specifically the following:

Act in a professional and friendly manner at all times.

Put out safety halters/leads at start of each show near announcer stand.

Hand out pattern books to judges (for their use only), get patterns picked by judges and posted per day with class numbers at the top. Make copies for judges (4), Ring Steward (1), Announcer (1), and posted ones (2), 8 total each day. Have all previously chosen patterns from prior shows available, to avoid repeats if possible throughout the show season.

Coordinate presentation of ribbons for Grand/Reserve, Walk/Trot, Leadline classes and volunteers for handing out.

Bring judges' cards to the office staff to enter the results.

Assist in photocopying/scanning of each judge card for the national office. Assist the office staff with routine data entry on show database (example: judges' cards entries).

Post results prepared by the office for exhibitors to view throughout the day and weekend.

Assist gate person with gates and finding riders/#'s for upcoming classes.

Make copies of judges score sheets as needed, check in with judges and their needs along with copies for the ring stewards, order of go sheets, etc.

Check in with Ring Steward and judges for needs throughout show, see or listen for requests on walkie talkie.

Recommended attire: Long pants, close toed shoes, polo shirt.

Note:

- You will be provided with a walkie talkie. You can pick this up in the show office.
- Report in for the position 10 minutes prior to show office opening.
- Turn in the walkie talkie at the end of your shift.