



### **Show Activities & Attractions Coordinator**

The Show Activities & Attractions Coordinator works alongside the Show Coordinator to ensure that there are sufficient activities and attractions on the showground to appeal to a wide range of ages and keep visitors to the show on-site for as long as possible. Tasks involved include:

- Reviewing the activities and attractions from previous shows and establish what worked well and what didn't. Contact to establish availability and costs for current year. Negotiate the best price in exchange for advertising benefits (show programme, website, social media);
- Research and source alternatives with costs for the committee to agree;
- Once agreed, place the necessary bookings, and arrange for any invoices to be paid;
- Ensure that the Show Coordinator has all of the details required to promote on the Show website and Facebook page and that any specific requirements for equipment, power or space are added to the set-up schedule;
- Following the show, contact them to say thanks for taking part and request feedback to assist with future events.

In order to carry out these tasks effectively, the following attributes are required:

- Being good dealing with people and comfortable with contacting businesses to establish availability and negotiate fees;
- Ability to keep accurate and up to date records;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March, and May and towards the end of June

The time commitment anticipated for this role is approximately 10 hours between January and May.