

JOB OPPORTUNITY: Show Secretary /Events Organiser

Location: Malton

Job Type: Part time

Salary: TBC

About Us

We are a community-focused agricultural society seeking an enthusiastic and highly organised **Show Secretary & Events Organiser**. You will play a vital role in coordinating our annual agricultural show and managing year-round event operations.

The Role

You will be the driving force behind the smooth planning and execution of our shows. Balancing varied administration tasks with on-site event coordination, your key responsibilities will include:

- **Event Logistics:** Planning event layouts, managing site maps, and coordinating with local authorities and contractors.
- **Competition Management:** Overseeing schedules, liaising with judges, and managing livestock and equine entries.
- **Administration:** Handling exhibitor inquiries, processing memberships, and minuting committee meetings.
- **Marketing & PR:** Driving ticket sales, updating the society's website, and managing social media campaigns to boost community engagement.
- **Financials:** Assisting with budgeting, managing trade stand bookings, and processing sponsorship packages.

What We Are Looking For

- Proven experience in event management, project coordination, or a similar administrative role.
- Strong IT skills (proficiency in Microsoft Office, PDF creation, and database management).
- Excellent communication, negotiation, and multitasking skills.
- A passion for agriculture and rural life is a distinct advantage.
- Deadlines need to be met is essential.

How to Apply

Please send your **CV and a brief cover letter** outlining your relevant experience to office@maltonshow.org by 15th August 2026