

Schooling Show Job Descriptions - 2021

Scribe - This person writes down the judge's comments and scores on the test. A good scribe must be able to write legibly and quickly in order to keep up with the judge. Although it is not necessary to have ridden upper level tests, scribes must be familiar with these tests and their terminology. This is a great opportunity to learn from the judge but this is not a good job for someone who likes to talk a lot. Please note: If volunteering at a show you are competing at, you cannot scribe.

Ring Set Up/Tear Down - This person will help set up and/or take down the dressage rings. Someone who is good at ring setting up/tear down will be patient, work well on a team and good at following directions. Setting up the ring takes longer than taking them down. This is an ideal job for someone who wants to volunteer at the same show they are showing in or prefer to log volunteer hours on a Saturday afternoon. Set up happens the day before the show and tear down happen after the show is over.

Paddock Master - This person supervises the warmup ring and alerts riders when it is time head to the show ring. S/he must also be willing to remind riders of rules and enforce safety regulations. Although Paddock masters will not be checking bits, they need to have a basic knowledge of legal saddlery and equipment. This is a good job for an assertive individual who likes to be in the action. It is also a great way to meet people and their horses close up!

In-gate official (gate keeper) - This person keeps track of who is riding in the ring at all times. S/he will be in constant communication with the paddock master to keep the show running on schedule. This job is for a person who can follow a schedule and keep competitors on deck ready to show.

Tabulator - This person will work in the office to tally the scores on the completed tests. Tabulators must be comfortable working with a computer, printing off results and posting scores. This is a great job for a detail-oriented person who wants to volunteer in the comfort of an office.

Runner - This person is in charge of picking up the completed tests from each of the judges and delivering them to the tabulator. They also relay requests from the judge and may carry messages from the office to the officials. This job requires the least "previous experience" so to speak but requires the most physical activity; sometimes in inclement weather.

Office Staff - This person will help the show secretary in the office, posting scores, setting out ribbons and more. This job is perfect for someone who loves to meet people, answer questions and generally help out in the office. Ability to multi-task is probably the most important trait needed in this job.

Extra Hand - This person will be asked to do a variety of tasks, fill in for any job, check on volunteers, help with office tasks and be available to provide general assistance to show staff/competitors as needed. This is a great job for someone who has done it all and wants to help out, or wants variety.