



Position: Showfield Administrator

Role: On-site operations lead for Showfield classification and Showfield management.

Reports To: Event Manager, Assistant Manager. EM and AM may vary per event.

Days/Hours: Part-time/Seasonal. Primarily during show days/event weekends (Thursday – Sunday, April through October). Opportunities to gain more hours may be available.

Responsibilities:

1. **Classification** – Position will play a lead role in the classification of show vehicles for Carlisle's events.
 - Reviewing Class questions or considerations from staff and participants.
 - Reviewing/auditing the Showfield (actively on the field) for proper class selections and positioning.
 - Reviewing Showfield registration reports for class issues/misclassification.
 - Adjusting classes and class changes during events.
2. **Showfield Operations** – The position will play a lead role in Showfield operations.
 - Showfield Layout and Class positioning- adjusting class sizes and positioning – based on reports, and actual attendance. Adjusting layout.
 - Showfield parking – provide direction for staff on Showfield vehicle parking/positioning.
 - Showfield liaison – Review, monitor, and adjust Showfield layouts during events.
3. **Addressing Showfield procedures and rules:**
 - Addressing, monitoring, and enforcing club areas, and club gatherings.
 - Class parking, Club rules, etc.
4. **Winners List** – creation, review, and monitoring of winner's lists, scoring, and procedures.
5. Tracking class and vehicle changes for post-event/in-house review.

Applicant should be knowledgeable of vehicles and modifications - globally across the brands. Other ideal skill sets would include customer service, willingness to engage, lead and make good decisions, and conflict resolution. Must be a team player who can communicate with customers and staff.

Interested applicants should submit position interest along with resume and applicable experience to eventplanning@carlisleevents.com Application process will remain open until position is filled.

Carlisle Events is an Equal Opportunity Employer.