



The Washington State Horse Park is seeking a skilled individual to join our team as a full time OPERATIONS MANAGER. The Operations Manager plays a key role in establishing the success and future direction of the Park as we continue to build out the master site plan.

### **The Organization**

The Horse Park is a public-private partnership that hosts and produces equestrian shows, clinics, camps and related activities in a wide range of English and Western disciplines. The Park has been in operation for 11 years and grown to attract some of the largest shows in the Pacific Northwest with over 20,000 visitors a season. It currently consists of 4 outdoor arenas, a 200 x 360 covered arena, cross country and trail obstacle courses, 160 owned stalls and 45 RV hooks-ups. The Park occupies 112 acres of beautiful woodlands located in Cle Elum, WA, an area noted as a gateway to abundant recreational opportunities. In addition to its unique setting and central location, the Park is known for its horse-friendly, safe facilities and knowledgeable event management.

### **The Position**

This is a year- round salaried position starting in the range of \$60,000-\$70,000. Onsite work is required March to November, with the ability to work remotely on nominal work assignments (e.g. planning, budgeting, hiring) from December – February.

This position uses knowledge, skills, and abilities in the areas of facilities and staff management, leadership, and project management with an emphasis on equine events. The Operations Manager is responsible for overall facilities maintenance and staffing; equipment repair and maintenance; and preparation for events while providing great customer service and attention to detail that reinforces the facility as a premier destination.

### **Job Requirements:**

- Have a strong customer service orientation and work collaboratively within a team environment.
- Must be able to work nights, weekends, extended hours and some holidays. Regular and predictable attendance is required.
- Must have the ability to communicate effectively both verbally and in writing.
- Able to work independently with minimal direction to prioritize work and simultaneously manage multiple responsibilities at times under pressure of tight deadlines.
- Able to demonstrate healthy leadership attributes, including developing constructive relationships with the Executive Director, employees and show organizers.
- Position routinely involves physical labor and bodily stress involved with operating light and heavy equipment and handling maintenance tasks. Must be productive working outdoors in varying conditions while exposed to dust, pollen and noise.
- Prior heavy equipment operator experience is required.
- Working knowledge of life safety and security procedures is required.
- Basic ability to use internet search, email, text and Microsoft Office tools
- High School diploma or GED plus five (5) years of experience in a directly related field or in the performance of similar duties and responsibilities in equipment operation and building/facility maintenance, with minimum two years professional management experience. Possession of a valid Driver's License required.

### **Additional Qualifications:**

- Prior experience in equine facilities operations or management is highly desirable.
- Possession of a valid CDL is desirable.

### **To Be Considered**

Please submit a resume and cover letter prior to January 31, 2022 addressed to [director@wahorsepark.org](mailto:director@wahorsepark.org).