



The Washington State Horse Park is seeking a skilled individual to join our team as a full time OPERATIONS LEAD. The OPERATIONS LEAD 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 12 years and grown to attract some of the largest shows in the Pacific Northwest with over 30,000 visitors a season. It currently consists of 4 outdoor arenas, a 200 x 360 covered arena, cross country and trail obstacle courses, 400 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

Onsite work is required March to November with heavy workload during this time. In the winter, there is flexibility for time off and reduced workload to compensate for the busy summers. Salary based on experience and skill level.

This position uses knowledge, skills, and abilities in the areas of facilities and staff management, leadership of direct reports, and project management with an emphasis on equine events. The OPERATIONS LEAD 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 - qualified candidates possess most/all of the following attributes:

- A strong customer service orientation and effective verbal and written communication.
- Ability to work collaboratively within a team environment while demonstrating healthy leadership skills, including developing constructive relationships with the Executive Director, other employees, vendors, show organizers, etc.
- Ability to work nights, weekends, extended hours and some holidays. Regular and predictable attendance is required.
- Can work independently with minimal direction to prioritize work and simultaneously manage multiple responsibilities at times under pressure of tight deadlines.
- Capable of physical labor and stress involved with operating equipment, handling maintenance tasks and working outdoors in varying conditions while exposed to dust, pollen and noise.
- Demonstrated ability to manage vendor relationships and special projects, including research, proposal and contract development, budgeting and oversight.
- Experience operating heavy equipment is required.
- Working knowledge of life safety and property security procedures is required.
- Basic use of internet search, email, text and Microsoft Office tools is preferred.
- High School diploma or GED plus five (5) years of experience performing similar duties and responsibilities, with minimum two years professional management experience is required.
- Possession of a valid Driver's License is required, valid CDL is desirable.
- Prior experience in equine facilities operations or management is highly desirable.

To Be Considered

Please submit a resume prior to February 29, 2023 addressed to opssearch@wahorsepark.org.