PCCHA
PACIFIC COAST CUTTING HORSE ASSOCIATION

Pacific Coast Cutting Horse Assn. (Daily Operations) Show Manager

On-Site Show Operations

Position Purpose

The PCCHA Show Manager is responsible for overseeing the day-to-day activities of the PCCHA event horse show and ensuring that all operational areas function efficiently.
This individual is the on-site point person responsible for keeping the show moving, coordinating personnel, monitoring the arena, communicating with exhibitors and staff, and resolving daily operational issues. Provide leadership and oversight to all involved in the event, ensuring that personnel, exhibitors, facilities, and operations work together efficiently.

The Show Manager serves as the primary liaison between exhibitors, trainers, judges, show staff, vendors, and facility personnel.

The primary objectives are to maintain an organized, timely, and professional show. Provide a positive and enjoyable experience for exhibitors, trainers, owners, and spectators while maintaining the integrity and reputation of the show.

A list of performance expectations is provided below:

1. Daily Show Operations

- Arrive before scheduled show activities to ensure the facility and personnel are ready.
- Monitor daily operations and maintain awareness of all show activities.
- Keep the show moving efficiently and on schedule.
- Identify and resolve operational problems as they arise.
- Communicate delays or schedule changes to appropriate personnel.
- Ensure all staff and departments are prepared for upcoming classes.

2. Arena & Class Coordination

- Monitor arena readiness and footing conditions.
- Coordinate with arena personnel for maintenance between classes.
- Ensure all personnel are in position for show operations.
- Coordinate class transitions and maintain an efficient flow between classes.
- Communicate with the announcer and secretary regarding class progression.
- Monitor cattle changes and pen readiness.

3. Personnel Coordination

- Confirm staff attendance and assignments.
- Ensure all employees understand their daily responsibilities.
- Coordinate personnel, cattle crews, judges, practice pen, flag and arena personnel.
- Address staffing shortages and operational concerns.
- Maintain communication between departments.

- Report significant personnel issues to show management, BOD point person. Exhibitor & Trainer Communication
- Be available to answer daily show-operation questions.
- Assist trainers and exhibitors with show related concerns.
- Communicate class changes and important announcements.
- Direct exhibitors to the appropriate person for office, judging, or rules-related questions.
- Address concerns promptly and professionally.
- Maintain a positive and helpful presence throughout the show.

4. Cattle Coordination

- Coordinate with the cattle crew to ensure cattle are on grounds and ready for upcoming daily classes.
- Monitor cattle movement and availability.
- Ensure cattle changes are completed efficiently.
- Communicate cattle-related concerns to the appropriate personnel.
- Monitor cattle handling and report safety or welfare concerns.

5. Facility & General Event Oversight

- Aide, assist and direct arena set up / preparation, prior to and after the shows.
- Ensure that all arena and sponsor signs and banners are secure in arena and surrounding areas prior to the beginning of shows. Also that all signs and banners are properly stored at the conclusion of shows.
- Monitor stalls, warm-up areas, parking, and common areas.
- Identify facility issues that may affect the show.
- Coordinate cleanup and maintenance as needed.
- Ensure show areas are organized and presentable.
- Report maintenance or safety concerns to facility management.

6. Communication & Reporting

- Maintain communication with the overall Show Manager or PCCHA Show management.
- Provide updates on daily operations and potential issues.
- Report incidents, staffing concerns, and exhibitor complaints.
- Communicate important operational information to appropriate personnel.
- Assist with end-of-day reporting and preparation for the following day.

Decision-Making Authority

The Daily Operations Show Manager has authority to:

- Direct daily operational staff.
- Coordinate class transitions and arena operations.
- Make reasonable adjustments to daily operations.
- Address routine exhibitor and staff concerns.
- Coordinate immediate responses to facility or safety issues.
- *Changes to official class rules, judging decisions, entry records, payout calculations, show policies, and major financial decisions must be referred to the appropriate show official or management.*

Performance Expectations

The Daily Operations Show Manager will be evaluated on:

- Keeping daily operations running smoothly.
- Maintaining efficient class transitions and show schedule.
- Staff readiness and accountability.
- Communication with exhibitors and personnel.
- Ability to solve problems quickly.
- Maintaining a clean, safe, and organized show environment.
- Professionalism and customer service.

Show Dates for 2027:

March 2 – 7, 2027 – PCCHA Roundup – Paso Robles, CA
June 11 – 20, 2027 – PCCHA Derby – Las Vegas, NV
July 28 – 31, 2027 – PCCHA Fiesta – Fallon, NV
Sept. 23 – Oct. 2, 2027 – PCCHA Futurity – Las Vegas, NV

Candidates may apply for any or all of the shows they can commit to but may not compete in any show they manage.