Job Description

Title: **Assistant Show Manager**
Reports to: **Show Manger**
Based at: **Society Offices, 23 South Street, Bridport, Dorset. DT6 3NT**

The Melplash Agricultural Society is seeking an organised and enthusiastic individual to take on the role of Assistant Show Manager to support the planning and delivery of the Melplash Show and other events held throughout the year. The Melplash Show is held annually on the last Thursday before the August bank holiday. This is a part-time, permanent role, typically three days per week, with increased hours from June and a period of full-time work during July and August in the run-up to the Show. Occasional evening and weekend working will be required, with plenty of notice given and time off in lieu provided. Days and hours are flexible during quieter periods. You will be working in a friendly office environment, alongside the current Show Manager.

Hours: Approximately 1075 hours per year broken down as below. Additional hours may be available as the role develops and depending on the candidate's availability.

Month	Hours per week	Days per week
December / January	10	2
February	15	3
March	18	3
April / May	18	3
June	24	4
July	37.5	5
August	40	5
September	18	3
October	15	3
November	15	3

Salary: From £15,000 per annum.
Annual leave entitlement is 28 days per year (pro rata for part-time hours), inclusive of bank and public holidays.

Job Purpose
To assist the Show Manager with organising, promoting and preparing for the Melplash Agricultural Society's annual show and other Society events throughout the year.

Key Responsibilities

- Provide administrative support to the Show Manager
- Use of the society software -Showing Scene
- Marketing and promotion of show and society including use of social media (Facebook, Instagram and LinkedIn)

Other Responsibilities

- Handle incoming telephone calls and visitors to the office
- Mailings / mail shots / e-shots as required throughout the year
- Manage Judges, including invitations, correspondence and accommodation bookings
- Processing competitor entries and results
- Co-ordinate return of trophies and engraving
- Organise and oversee Society competitions including Farms, Crops, Flocks and Gardens.
- Prepare stock and items needed in preparation for the show
- Assist the Show Manager with other items as required

About You

- Excellent administration skills with a high level of accuracy and attention to detail
- Computer literate – good working knowledge of Microsoft Office particularly Word and Excel
- Ability to work to deadlines and prioritise, to remain organised when working on multiple tasks
- Excellent communication skills, friendly manner both over the telephone and face to face
- Design and social media content experience
- A reliable team player who can also work independently
- Able to work calmly and efficiently under pressure, particularly during live events

Desirable Experience and Skills

- Knowledge of local area and an interest in agriculture
- Basic knowledge of agricultural shows and rural events
- Familiarity with online management systems
- Full UK driving licence (preferred)

To apply, please send your CV, a covering letter and contact details for two referees to lucy@melplashshow.co.uk or by post to Melplash Show Office, 23 South Street, Bridport, Dorset. DT6 3NT.

Application closing date: Friday 4th December 2026