

RNAA Steward Job Profile Example

Assistant Head Steward – Grand Ring (Displays and Bands)

Job purpose:

What do you consider is the main purpose or objective of your Head Steward / Steward role?

The main purpose of my role is to ensure that a good show is put on for the public and to keep it on time, as reasonably practically possible!

Key result areas:

If you could summarise the most important three things you need to achieve as Head Steward / Steward, what would they be and why?

1. Run an action packed Grand ring programme for the publics enjoyment.
2. Have the foresight to predict when problems will occur and make sure it is kept on time as much as practically possible, because many visitors plan their day around the Grand Ring Programme.
3. Make sure the Sponsors and Dignitaries are briefed on their duties so they feel comfortable and enjoy the experience.

Key responsibilities:

Pre-show:

What tasks / responsibilities that you need to complete ahead of the show days / week?

Plan the programme so that is entertaining, exciting and attracts people to the show. Plan the entry and exit gates for each display so there is a seamless transition. Contact all the displays and bands to make sure they know what their part of the entertainment programme involves, what arrangements have been made for them, what time they are expected and confirm that they have received all their passes and vouchers. Make sure the grand ring surface is up to scratch and the standard of the president's box and sponsors area is tidy and presentable. Check the number of entries for each class so we can predict how long it will take.

Are there things you choose to do that are not specifically required of you / expected?

Provide button holes for the grand ring team on a daily basis.

At the show:

What “generic” tasks do you undertake?

Meeting up the week before to plan the “ins” and “outs” for each display and how the equipment (show jumps, etc) will get in and out of the ring!
On the Tuesday afternoon before the meet up with most of the displays to run through the programme and timings to avoid disasters!
Go through the list of Sponsors and dignitaries so that I know who to thank and look out for.
Wear a happy smiley face and be polite at all times 😊.
Attend the Judges and steward’s dinner so I can meet up with the rest of the team and address any problems before we start.

What specific tasks do you undertake which may be unique to your Stewarding area?

Ensuring each display is ready and in situ for their performance.
Making sure each sponsor and dignitary are in position for their performance.
Cutting and extending each display to keep on time as much as practically possible.
Entertaining all the displays in the J&S or members to say thank you for their efforts.
Make sure everybody in the commentary box has sufficient refreshments throughout the day.

How do you ensure you manage your team effectively? What specific things do you do?

Make sure that they all have a break and I know when it is!
Radio communication with them all is vital.
Make sure their families are looked after and happy.

How do you train new assistant stewards?

Not very well, the last time we had one was in 2013!
We tend to spot (head hunt) potential and ask the team if they are happy to ask an individual before approaching them and seeing if they would like an upgrade from their present stewarding position.

Post-show: Follow up / feedback

What do you do post-show to collate feedback and follow up with your team of Stewards?

The team tends to fill out the feedback form and run it past the Head Steward before sending it into the RNAA office, I also make notes throughout the show on things that are good and bad as well as conversations with fellow stewards about problems, issues or concerns of any kind.

Ongoing / year-round:

What do you do consider are your ongoing responsibilities / involvement in events other than the show?

I do not consider that I have any ongoing responsibilities but I do choose to help with the Spring Fling and the Harfest initiative.

Is there anything that you choose to do that is not specifically required of you / expected?

Yes, as above, the Spring Fling and Harfest.

Personal Skills and Qualities

What skills and qualities do you consider essential to do your role?

Military timing and delivery
Diplomacy
Leadership and organisation skills
Etiquette, manners and dress sense
Style and panache
Quick thinking decision making
Advanced communication skills

Prior Experience

What previous experience have you found useful in enabling you to be effective in your role?

Experience of other areas of the show like trade stands and security.
Being part of a team and being captain of a team

Any other comments:

If there is any aspect of your role, your skills and experience that is not covered above, please elaborate below:

My years of experience! Started in 1985 and I am 48 years old!