



Employment

Opportunities

The following positions are currently available at the Devon Horse Show & Country Fair. If you would like to contribute to our mission we would love to hear from you!

Maintenance Staff

The position is a full-time, onsite, salaried role available year-round and reports directly to administration. Candidates should possess skills across a variety of trades and demonstrate strong organizational abilities. They must be responsive to diverse maintenance requirements.

Bookkeeper

Part-time, year-round position requiring a commitment of 12 hours per week, (Monday, Wednesday, and Friday) with the possibility of additional hours as needed. Key responsibilities include bookkeeping, recording donations and pledges, and categorizing expenditures. Candidates should be familiar with QuickBooks; experience with budgets, pro formas, and financial reports is advantageous. A detail-oriented work style with excellent organizational skills is essential, as is proficiency in Microsoft and Adobe applications. The role also requires the ability to discuss financial matters confidentially with the CEO and Finance Director.

Sponsorship/PR/Marketing

The Full-Time Marketing Coordinator position is a full-time, onsite, year-round salaried role. It involves collaborating with team members to prepare marketing materials, PR releases, and manage sponsorship requirements. Key qualifications include strong communication skills, experience in delivering presentations, and proficiency in computer skills, including Adobe design applications. A high level of professionalism is required for negotiating sensitive contracts and addressing the needs of organizations seeking sponsorships with Devon.



Potential candidates should submit their resume to
wayne@devonhorseshow.com