JOB DESCRIPTION

POSITION: Track Announcer

LOCATION: Horse Racing New Brunswick

STATUS: Event Based – Hourly

DATE TO OFFER: March 01, 2009

GENERAL RESPONSIBILITIES:

- Calling of live racing events at Horse Racing New Brunswick locations
- Communication with MPHRC Judges and Officials, public, staff, horsemen, horsemen groups, Industry representatives and customers.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
    - Communicate and work with general public with attention to detail and immediate follow up.
- Good vision and recollection of saddle cloth colors and numbers.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Calling of Live racing;
- Overseeing communication on live race days;
- Communicate with members of the public and horsemen in a professional and courteous manner.
- Develop business relationships with various industry groups and personnel;
- Communicate with Maritime Provinces Harness Racing Commission judges to facilitate any communications needed to be brought to the attention of the general public;
- Follow scripts and announcements created by Director of Marketing and Promotions;
- Announce post parades, minutes to post, races, official order of finish and official prices;
- Maintain an accurate race program including official order of finish, scratches, refunds and official payouts.
- Assist Marketing staff as required.
- Must wear HRNB attire while on site working.