



Qatar Racing & Equestrian Club

JOB DESCRIPTION

Job Details

Job Title	Management of Equestrian Academy		
Unit	Equine and riding services	Reporting to	Equine and riding Director
Division	Riding School	Level	Level 2

Job purpose and Role Summary

The Riding School Manager will oversee a person staff and all aspects of the year-round operation including: budgeting, expenses, revenue generation, program development and quality control, the care and maintenance of the horses (120 head), tack and facilities to ensure all are prepared and up to Qatar Racing and Equestrian Club standards to provide a safe and enjoyable horseback riding experience for guests.

Responsibilities and Duties

- Planning and overseeing riding activities
- Arranging a daily routine of horse care and stable management
- Handling queries, problems and complaints
- Managing staff, organizing work roles and arranging training with riding instructors
- Carrying out administrative and financial tasks
- Marketing and promoting the riding school
- Ensure that the facility is fully operational with all utilities functioning properly
- Schedule, supervise or perform maintenance repair work throughout property
- Maintain stock levels and parts within budget
- Planning training curriculum for equestrian
- Planning the academic work in the school
- Be able to guidance the staff

Job Requirements

Qualifications and Education Requirements

Qualifications	<ul style="list-style-type: none"> • Leadership ability • Positive attitude • Be able to clearly communicate to guests and employees • Must be familiar with Microsoft Word, Excel, PowerPoint and Outlook • Native English speaker or Arabic / English bilingual speaker
Experiences	<ul style="list-style-type: none"> • Must have at least from 10 to 15 years' experience as a manager of horse riding school



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JOB POSITION			
Job Details			
Job Title	Horse Riding Instructor		
Unit	Equine and Riding Services	Reporting to	Equine and Riding Director
Division	Riding School	Level	Level 2
Job Purpose and Role Summary			
<p><i>The main duties of the horse riding instructor at Qatar Racing and Equestrian Club involve helping children and teenagers learn and master specialized riding skills with an emphasis on assisting them in developing proper technique and form. Horse Riding instructor will also help promote safety for horse and rider.</i></p>			
Responsibilities and Duties			
<ul style="list-style-type: none"> Teach the basics of horsemanship and riding to beginner Teach people who wants to ride as a hobby Help experienced riders to prepare for competition Develop training programmers Spot and help riders to correct problems Teach horse feeding, grooming and care Teach health issues Teach human and equine anatomy and physiology Teach training and communication Teach proper use of tack and equipment 			
Job Requirements			
Qualifications and Education Requirements			
Educational	<ul style="list-style-type: none"> professional certification or / and university degrees 		
Qualifications	<ul style="list-style-type: none"> Language: Native English speaker and/or English / Arabic bilingual 		
Experiences	<ul style="list-style-type: none"> Experience: Advanced experience in horse riding school, certificate experience and at least 5 years' experience 		



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JOB DESCRIPTION	
Job Details	
Job Title	Editor specializes for Horse Race (Social Media Coordinator)
Unit	PR Communication
Key Responsibilities	
Responsibilities	Accountabilities
Operational	<ul style="list-style-type: none"> Direct the management of QREC website and social media channels content in coordination with Units to increase customer satisfaction
Job Requirements	
Educational Qualifications, Experience and Competencies	
Educational Qualifications	<ul style="list-style-type: none"> University degree in communications, International Relations, or other relevant field. Excellent knowledge's in flat horse racing including thoroughbreds and pure Arabian horses Excellent writing skills in English (English advantage), ability to proofread and edit documents. Strong interpersonal skills, ability to work with others in an international environment. The ability to work with tight deadlines and manage time effectively. Ability to work in a high stress, fast-paced environment and handle multiple assignments simultaneously. Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook. Experience with website and email campaign management. Familiarity with working with the press, including reporters, producers and editors. Some familiarity with graphic design (e.g., Adobe Creative Suite) an advantage but not required.
Experience	<ul style="list-style-type: none"> Must have at least from 3 to 5 years' experience