

The New Mexico Gun Collectors Association (NMGCA) is accepting applications for the position of Show Host

PRINCIPAL RESPONSIBILITIES

Responsibilities include but are not limited to:

- organizing, setting up and managing the three annual NMGCA Gun Shows and the Albuquerque Old West & Military Collectible Show;
- ensure that all shows operate within budget and in accordance with all Show Rules & Regulations as approved by the Board of Directors;
- present show status reports at monthly Board of Directors meetings;
- preparation of financial and accounting records & reports at the conclusion of each show for review and approval by the Board of Directors,
- ensure that Gun Show data bases are frequently updated and accurate;
- updating the club website to reflect changes in Show dates & times, show photos, advertisements as well as show rules & regulations.

QUALIFICATIONS & REQUIREMENTS:

- US citizen 21 years of age
- Valid NM drivers license
- No criminal history
- Bachelor's degree in Business Administration, Business Management, (or a related field) or an equivalent combination of education, training and related work experience
- 5+ years of direct administrative and/or management experience
- Experience in coordinating activities and establishing priorities.
- Strong communication skills, both verbal and written
- Strong organizational skills
- Experience in establishing and maintaining effective working relationships
- Ability to use electronic records management systems
- Ability to handle changing priorities and the use of good judgment in confrontational situations
- Advanced computer proficiency using Microsoft Office products, including, but not limited to Word, Excel, Power Point and Access.
- Good familiarity with various web browser software and social media platforms
- A thorough understanding of all Federal, State and County gun laws, regulations, rules and ordinances

OTHER REQUIREMENTS

- The position requires extended intervals of sitting, standing, bending, walking, stooping, stretching and lifting

- Must have a registered, insured and reliable vehicle with towing capability and which meets New Mexico state law & standards.
- Must be able to pass a comprehensive background check if required.

Send cover letter, resume and a list of references no later than March 15, 2017 by mail to:

NMGCA
Attn. Gun Show Committee Chairman
P.O. Box 13687
Albuquerque, NM 87192

by email to: newmexicogca@aol.com