



Gauge O Guild

Events Committee – Show Manager

We currently require a show manager for Wigan and Kempton Park.

In 2026, Wigan Show will be the Summer Show on 30th May and Kempton Park will be the Winter Show on 12th December.

Show Managers are part of the Events Committee and wider Events Team and therefore have support to deliver their show when required, both during planning and delivery. They have the enjoyable task of selecting a good range of layouts and demonstrators to show what can be achieved in O gauge and how to do it. They can get advice from other Gauge O Guild Show Managers when required and will genuinely be part of a team.

If you are interested in either vacancy, you can shadow Jackie Kneeshaw who is acting Wigan Show manager for December 2025 and you can chat to Dave Smith, Kettering Show Manager or, Steve Robinson who organises Guildex to find out what is involved.

Each of the show managers is responsible for:

- Liaising with the chosen venue to negotiate a hire contract which will include terms for access, provisions of refreshments as required and the hire of furniture and supplementary equipment / services. (either through the venue or via a third party). Such discussions will include the Chairman of Events. Site visits to the venue will be undertaken as required and the show manager will invite other Committee members such as the Trade Manager, Chief Steward & electrician(s) as required.
- Booking layouts of a good quality and variety of eras
- Booking demonstrations to show a variety of skills / techniques and where possible ensuring these are not repeated too frequently.
- Notifying the wider events committee about layouts and demonstrators they have chosen so they are not repeated at other shows.
- Liaising with the trade manager about the number of traders who wish to attend and the space required for them and then, once traders are booked, liaising with the trade manager about any space for societies. N.B. Space for societies is very limited at one day shows so only offered after the traders are finalised but, is always offered at Guildex
- Liaising with the team at Artytype so that they have the necessary information for a Show Guide
- Working with the venue, the Chairman of Events and, the Publications Director to ensure appropriate marketing is in journals, on websites and on social media.
- Ensure marketing via the venue and local shops, libraries, railway stations and social media sites
- The show manager will complete a floor plan in Draftsight or a similar CAD programme working with the trade manager to ensure traders are located appropriately. Usually in the same places as the previous year. NB. CAD tuition is available if required.
- Liaising with the Chairman of Events who will check the requirements of other Guild Committees in terms of space required
- Liaising with the Chairman of Events and the Chief Steward to ensure a stewarding rota is prepared
- Liaising with the Accommodation Manager to ensure accommodation needs are met for layouts and demonstrators.

- Checking with the accommodation manager about other hotel bookings which have been made by team members
- Ensuring sign in sheets are prepared for the event
- Producing reports for each of the Events Committee Meetings
- Ensure the relevant 'Show Page' of The Gauge O Guild website is up to date
- Ensuring any health and safety requirements at the venue are identified
- Producing a risk assessment for their event
- Ensuring any relevant Construction, Design & Management (CDM) Regulations are met.
- Preparing a full Excel budget sheet of income and expenditure
- Escalating any concerns to the Chairman of Events or Finance Director as appropriate
- Provide a post event report of attendance
- Together with the Finance Director and Chairman of Events produce a final financial outcome report
- If appropriate share event outcomes with national magazines
- Show managers may also be involved with the virtual events team if they wish.

Any questions?

Contact the Chairman of Events Rob Bishop via RBISHOP575@aol.com or Vice Chairman of Events, Steve Robinson via steverob.gog@gmail.com

V1.2 2025 09 28 JK