



Racing Administrator

Location: Pin Oak Stud, Versailles, Kentucky

Employment Type: Full time

Reports to: Director of Operations

Pin Oak Stud is seeking a passionate and detail-oriented **Racing Administrator** to join our team full-time, overseeing the administrative operations of our growing racing stable. This position is ideal for someone with a deep knowledge and passion for racing in North America who thrives in a fast-paced, detail-oriented environment.

Key Responsibilities

Racing Stable Administration

- Oversee all administrative aspects of Pin Oak Stud's racing stable operations
- Prepare comprehensive weekly reports on each racehorse, including training progress notes, health status, and performance analysis
- Maintain accurate and up-to-date records for all horses in the racing stable

Race Planning and Strategic Analysis

- Assist in developing race planning options for each horse by researching and providing relevant information on upcoming races
- Conduct analysis for upcoming races, including evaluation of field strength, pace scenarios, and strategic positioning

Racing Operations Coordination

- Manage relationships with racetracks for obtaining race tickets, owners' badges, and accessing racing facilities
- Ensure proper licensing and registration requirements are maintained and up to date
- Assist with race day coordination and logistics as needed

Qualifications

The ideal candidate will demonstrate passion and extensive knowledge of Thoroughbred racing in the United States and Canada. They should also possess a strong understanding of racing regulations, procedures, and industry practices, have a meticulous approach to record keeping, in addition to excellent interpersonal and communication skills.

Compensation and Benefits

Competitive salary and benefits package available

Application

Please submit a cover letter and résumé to mhardy@pinoakstud.com