



## **PARTNERS & EXHIBITORS COORDINATOR - INTERNSHIP**

### **In short**

The Partners & Exhibitors Coordinator will assist & help the Senior Account manager in the management of all the Verbier E-Bike Festival Partners and be the main point of contact for the 45+ exhibitors (bike brands) prior and during the event. This includes some prospection and daily contact with all exhibitors to book them and get all needed information for the event, as well as some planification and coordination through control of contract compliance, support & assistance to partners around their activations, projects and general needs.

During the event, the main role is to liaise with all brands, provide them with the all needed information and ensure a 5\* service to all these exhibitors throughout the event

Obviously, this also might include some unformal moments on the bike and sharing drinks with our partners and exhibitors!

### **Verbier E-Bike Festival**

The Verbier E-MTB Festival has been launched in 2019 with the aim to become the largest European e-MTB festival. It's a mass event with more than 3'000 participants, accessible to everyone - from 7 to 77 - who wants to discover and ride an E-Bike in the most attractive formats : bikes tests, discovery tours, adventure races, kids race, ...

Through the years, it has become a meeting point for the whole industry of e-MTB to showcase their products, enjoy the good trails around Verbier and the after-bike atmosphere.

The team that organizes the Verbier E-Bike Festival is comprised of 15-20 young and passionate staff based near Lausanne, Switzerland. Aside of the VEBF, they work year-round to organize the six-stop Freeride World Tour circuit, which includes the well-known Xtreme Verbier event.

The work environment is dynamic and occasionally disorganized but encourages proactivity and the sharing of new ideas regardless of position or background, all with a focus on the big picture in which everyone plays a crucial role. Micro-management and hierarchy are not part of our vocabulary, and the status quo gives us nightmares. Telework and flexible work arrangements are promoted, though physical teamwork is also emphasized as necessary for success.

## **Meet the team**

The partners coordinator will join the Account Management department. The main role of the team (yes, 2 people is a team!) is to be the main point of contact for the 45+ exhibitors that are joining the event as well as taking care of the VEBF sponsors and partners. and showcasing their E-Bikes.

If you're looking for an environment where ideas (not always the smartest) are flying around, and where you can participate in projects with a real impact, then this opportunity is for you! If you enjoy challenging the status quo and hearing "We've always done it this way" makes you jump out of your skin, even better!

The Account Management team is composed of one Senior Account Manager and the Partners Coordinator. They work very closely with all the other departments (communication, operations, sport development) as well as external stakeholders in their mission of delivering value to the partners.

## **Your Missions**

The Partners Coordinator's main mission is to prospect and be the point of contact for all 45+ exhibitors (mainly e-bike brands) that join the event with a booth and showcase their e-bikes. This goes from reaching out to the different brands (and prospect for new ones), follow up to ensure their participation, arrange all logistics and registration and answer 24/7 to all their questions during the event. The other part of the mission is to assist the Senior Account Manager to deliver high value to the VEBF partners. This includes ensuring contract compliance through the production and monitoring of the branding share, which lists all partner visibility and deliverables during the event. In addition, the Partners Coordinator will manage specific partner activations from planning to validation, and produce various informative documents for the partners, such as Visual & Event folders. Finally, various servicing and administrative tasks related to sponsors will be managed, such as ensuring smooth access to video content, overseeing the invoicing process, and supporting them in all their VEBF-related projects and tasks.

In summary, the candidate should be able to manage different projects at different levels in a very central department. This position involves close and important collaborations with many different stakeholders, including colleagues, partners, suppliers, guests, and brands from the industry, which brings a lot of variety to the tasks and missions.

### **Your story**

- Full French & English Professional Proficiency. Any other language is an asset.
- Student / Graduate Degree in Business, Marketing, Tourism or Sport Management
- Various work experiences at events/project management
- Interest in Sports in general. To enjoy the great outdoors
- Proficient computer skills: Excel – Word – PP
- Skills in the following software is an asset: Adobe Illustrator, Adobe Photoshop, Notion, Mailchimp.
- Autonomous and rigorous, solution oriented, remains composed under pressure.
- Great communication, social skills & assertiveness to interact with various stakeholders.
- Able to work well in a small team.
- Recognizes and accepts that during the event the demands can be 24x7.

### **What we offer**

- Base salary: CHF 1000.- / month.
- Flexible work schedule.
- Travel and phone costs are covered.
- Work in a unique, entrepreneurial and creative environment where everyone makes a real difference.

### **Duration:**

- Beginning / March, 2024 to August 30<sup>th</sup>, 2024

Apply through this link: <https://survey.freerideworldtour.com/jobs>

Application deadline: 5<sup>th</sup> January 2024