



ATHLETES & OPERATIONS MANAGER

In short

As an Athletes & Operations Manager, you'll play an important role in the Operation team. You'll be responsible for managing accommodation, transport for different stakeholders as well as liaise with the riders. The operations manager work closely with the event manager to ensure the smooth running of events. Your role is crucial to the company's success, and your contributions will be highly valued.

What the FWT

The Freeride World Tour (FWT) team is comprised of 15-20 young and passionate staff based near Lausanne, Switzerland. They work year-round to organize the five-stop Freeride World Tour circuit, which includes the well-known Xtreme Verbier event. Additionally, the team coordinates over 90 Qualifier events and 140 Junior events worldwide and oversees a global community of 8000+ licensed riders.

This entails a lot of work and travel, but also means spending time at events (and occasionally sharing a drink) with the Freeride World Tour Family. This unique community includes over 120 people, including external staff, riders, and partners. Working with FWT is a life-changing experience that allows you to meet inspiring individuals and grow on both personal and professional levels.

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 operation team plays a crucial role in planning, organizing, and executing successful events. Their primary responsibility is to ensure that all aspects of the event run smoothly and efficiently, from the initial planning stages to the final execution.

If you're looking for an environment where ideas (not always the smartest) are flying around, and where you can participate in international 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 Freeride World Tour Operation team is composed of passionate and hardworking individuals from different cultures and backgrounds who work together towards a common vision. Expect a hard-working team that enjoys the après-ski.

Your Missions

1. OPERATIONS

A. EVENT MANAGEMENT

- Definition of staff event presence (arrival, departure date)
- Season's events operational organization
- General coordination with the local organizing committee
- Organising and coordinating the various side events such as the Opening Ceremony, Official Dinner, OC meetings...
- Supporting the Event Manager in various tasks :
 - o Skipass Management
 - o Volunteers management
 - o Offices and equipment management
 - o Accreditation management
 - o F&B and lunchbag coordination
 - o Different working documents management : Master, Staff Info,....
 - o Needs definition for staff – volunteers – partners,...
- Management of F&B partnerships and deals throughout the season

B. ACCOMMODATION

- Responsible for the accommodation system throughout the season
 - o Needs identification and optimization
 - o Strategy and planning
 - o Contracts management and hotel relationships
 - o Coordination with the local organizing team for the accommodation system
 - o Booking for the different stakeholders; staff, medias, riders, partners...
 - o Rooming list management

- On event coordination
- Administrative follow up and invoicing

C. TRANSPORT

- Responsible for the transports throughout the season
 - Needs identification and optimization
 - Strategy and season planning
 - Travel agency management
 - Rental car coordination
 - Transport plan
 - Booking
 - Info transmission
 - Coordination with different teams

2. ATHLETES

A. ADMIN

- Pre-season athlete registration procedures
- Needs identification and season planning
- Coordination and management of communications sent to athletes
- Management of official documents sent to athletes
- Supervision for the riders intern and follow up on the riders care
- Management of athletes' accommodation needs
- Production of all deliverables for the athletes:
 - Bibs
 - Medals
 - Trophies
- Prize Money management
- Invoicing and administrative follow up
- Insurance procedures for the athletes

B. ON EVENTS

- Overseeing the Riders needs and demands
- Riders Welcome & Accreditation / Skipass, GoPros, wristband, Bibs
- Coordination of the riders lounge for the athletes
- Coordination of all the season's events to which the athletes are linked:
 - Riders Meeting & Bib Draw
 - Media Day
 - Face Check
 - Side activities
 - Signing Sessions
 - Opening Ceremony
 - Prize Giving

Your story

- University Degree in Tourism, Business or Sports Management
- Fluent English & French (both spoken and written)
- 2-3 years of operational experiences at events (ideally on an international basis)
- Experiences at Project / Event Management
- Proficient computer skills: Excel – Word – PWP - Notion
- Interest in Sports in general. To enjoy the great outdoors including winter sports
- Autonomous and rigorous, assertive, team spirit
- Remains composed under pressure
- Willing to travel extensively during the winter season
- Recognizes and accepts that during events the demands can be 24x7

What we offer

- Salary : Based on experience.
- Free ski wear and equipment (depending on availability).
- Flexible work schedule.
- Travel and phone costs are covered.
- Work in a unique, entrepreneurial and creative environment where everyone makes a real difference.

Duration:

- CDI, with a start to be discussed (Ideally in between June and August)
- Application here: <https://tally.so/r/mJq5gJ>