



HEAD-OF / SENIOR EVENT MANAGEMENT

In short

As the Head Of / Senior Event Manager, you will play a key strategic and operational role within the Events & Operations team. You will be responsible for the overall planning, coordination, and execution of both winter and summer events, including international freeride competitions and a major mountain bike event. You will ensure a seamless experience for all stakeholders - athletes, partners, teams, and staff.

Acting as a central point of coordination, you will oversee operations before and during events, anticipate challenges, and lead on-site decision-making. You are responsible to manage and optimize accommodation, transport, and logistics plans, while supervising and supporting operational teams and coordinators. Working closely with the management, you will contribute to the continuous improvement of processes and standards. Your leadership, expertise, and ability to perform under pressure are critical to the success and reputation of FWT events.

What the FWT

The Freeride World Tour (FWT) team is comprised of 20-25 young and passionate staff based near Lausanne, Switzerland. They work year-round to organize the six-stop Freeride World Tour circuit, which includes the well-known Xtreme Verbiere event, plus newly added to the calendar, the first ever FIS Freeride World Championships. Additionally, the team coordinates over 90 Qualifier events and 140 Junior events worldwide and oversees a global community of 10'000+ 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.

Beyond winter sports, the same core team is also responsible for organizing the Verbier Bike Festival, launched in August 2019 with the ambition of becoming Europe's leading MTB festival. This mass-participation event, open to everyone from 7 to 77, celebrates all aspects of mountain biking through bike tests, discovery tours, adventure races, kids' races, and innovative riding formats. Over four days, the entire MTB industry comes together in Verbier for bike tests, animations, and sporting challenges, making it a key summer highlight for Verbier.

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

As the Head Of/**Senior Event Manager**, your mission is to lead and structure the operational delivery of the season's events, ensuring excellence, consistency, and continuous improvement across all event-related processes. You play a central coordination role between internal teams, external stakeholders, and local organizers, while keeping a strong focus on budget control, risk anticipation, and team efficiency.

General & Operational Leadership : You are responsible for the global operational organization of the season's events. This includes defining staff presence per event (arrival and departure dates), coordinating internal stakeholders (Operations, Communication, Account Management), and managing suppliers and mandates contracts. You proactively identify risks or deviations and ensure corrective actions are taken early.

A key part of your role is to develop, maintain, and continuously improve administrative and operational processes. You drive continuous improvement of workflows to increase clarity, efficiency, and scalability across the organization. You also track administrative and event-related costs and oversee the overall event management budget, including transport, accommodation, and riders-related expenses.

Event Management : You act as one of the main point of contact with Local Organizing Committees (LOCs), ensuring smooth coordination and alignment throughout the season. You are responsible for following up on event timelines and retro-plannings, anticipating administrative and organizational requirements, and securing all critical deadlines defined in the contracts with the LOCs.

Accommodation Management : You oversee accommodation planning and budget management, ensuring cost efficiency while maintaining appropriate standards for staff and stakeholders.

Staff Transport : You identify and optimize staff transport needs across the season. You define the transport strategy, plan movements efficiently, and ensure coherence between events to optimize costs and logistics.

Riders Management : You manage prize money processes and ensure accurate coordination and communication with athletes. You oversee all operational communications sent to riders, ensuring clarity, consistency, and a smooth athlete experience throughout the season.

Team Management & Support : In collaboration with the senior mountain manager, you'll supervise the operation team which is composed of 9 persons. You provide strong administrative and organizational support to operational managers by taking ownership of follow-ups, validations, and cross-department coordination. Through structured reporting, you will liaise with the COO.

You also supervise managers and interns by allocating tasks and priorities, supporting skills development, and fostering team autonomy. Your role is key in building efficient, confident teams capable of delivering high-quality events under pressure.

Your story

- University Degree in Tourism, Business or Sports Management
- Solid professional background in Event, Sports, Tourism, or Business Management
- Several years (at least 5) of experience in event operations, ideally in an international context
- Experienced in team management
- Experienced in a budget management
- Fluent in English and French (spoken and written)
- Strong organizational skills, autonomous, rigorous, and assertive
- Proven ability to stay composed and make decisions under pressure
- Excellent team spirit with experience supporting or supervising others
- Proficient in Excel, Word, and PowerPoint
- Notion knowledge is a plus
- Strong interest in sports and outdoor environments, especially winter sports
- Good level of skiing or snowboarding
- Willingness to travel extensively during the winter season
- Comfortable with the realities of event life, including high-intensity periods and 24/7 demands

What we offer

- Salary : to be discussed
- Percentage : 90-95% to be discussed
- Free ski wear and equipment (depending on availability).
- Flexible work schedule and homeworking
- Travel and phone costs are covered.
- Work in a unique, entrepreneurial and creative environment where everyone makes a real difference.

Duration:

- Ideally from mid-march
- Permanent contract

Apply through this link: <https://www.freerideworldtour.com/jobs-internships/>