



PARTNERS & EXHIBITORS COORDINATOR - INTERNSHIP

In short

The Partners & Exhibitors Coordinator plays a central role in the success of the Verbier Bike Festival, acting as a key support to the Account Management Team and as the main point of contact for 30+ exhibitors (primarily bike brands).

This role combines relationship management, coordination, logistics, and on-site servicing. The Coordinator ensures smooth communication and flawless execution before, during, and after the event. Responsibilities include supporting partner activations, monitoring contract compliance, coordinating exhibitor participation, and delivering a premium, 5-star experience to all brands involved.

During the event, the Coordinator becomes the primary liaison for exhibitors and partners, ensuring they have all necessary information, logistical support, and assistance to maximize their presence at the festival.

And because this is the bike industry after all, the role also includes informal networking moments — from riding together to sharing a drink — helping to build strong and lasting relationships within the community.

Verbier Bike Festival

The Verbier Bike Festival (VBF) team is comprised of 10-15 young and passionate staff based near Lausanne, Switzerland. This team is organizing the Verbier Bike Festival which has been launched in August 2019 with the aim to become the largest European MTB festival. It's a mass event, accessible to everyone - from 7 to 77 - who want to discover and ride a bike in the most attractive formats: bike tests, discovery tours, adventure races, kids race, ... The whole bike industry is represented and is participating in the 4 days of bike tests, animations, and sportive challenges.

The work environment is dynamic and 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. Flexible work arrangements are promoted, though physical teamwork is also emphasized as necessary for success.

Meet the team

The partners & exhibitors coordinator will join the Account Management department. The main role of the team is to be the main point of contact for the 30+ exhibitors that are joining the event as well as taking care of the VBF partners.

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 Head of Account Management, one Account Manager and the Partners Coordinator. They work very closely with all the other departments (communication, operations) as well as external stakeholders in their mission of delivering value to the partners and exhibitors

Your Missions

The Partners & Exhibitors Coordinator will focus on two main pillars: **Exhibitor Management** and **Partner Servicing**.

1. Exhibitor Management (30+ brands)

- Act as the main point of contact for all exhibitors (primarily bike brands)
- Prospect and reach out to new brands to expand the exhibitor portfolio
- Follow up with invited brands to secure participation
- Coordinate registration and contractual process
- Manage all pre-event logistics (booth allocation, technical requirements, documentation, deadlines, etc.)
- Ensure clear and proactive communication leading up to the event
- Provide on-site support and real-time problem solving during the festival
- Be available throughout the event to answer questions and ensure smooth operations

2. Partner Servicing & Activation Support

- Support the Account Management Team in delivering high value to partners
- Ensure contract compliance (branding production, visibility execution, deliverables monitoring)
- Coordinate and follow up on specific partner activations from planning to on-site validation
- Oversee production of branding elements in collaboration with suppliers
- Manage hospitality, accreditations, and guest services for partners

- Support partners with content access and visibility needs
- Assist with administrative processes (invoicing follow-up, documentation, reporting support)
- Contribute to partner satisfaction and long-term relationship building

In summary, this is a central and highly transversal position within the organization. The Partners Coordinator manages multiple projects simultaneously, at different levels of complexity and visibility.

The role requires strong organizational skills, attention to detail, proactivity, and excellent interpersonal abilities. It involves close collaboration with internal teams, partners, exhibitors, suppliers, and industry stakeholders — offering a dynamic environment with great variety and direct impact on the festival's success.

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 1400.- / 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:

From 18th of May to August 30th, 2026

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