



PARTNERS COORDINATOR - INTERNSHIP

Department: Account Management

Reports To: Account Manager

IN SHORT

The Partners Coordinator will assist & help the Account Management Team in the management of all the Freeride World Tour Partners & Sponsors during the season. This includes some planning and coordination in pre-season through control of contract compliance, support & assistance to partners around their activations, projects, and general needs. During the season, the team is defining partner programs on FWT events, assisting them in delivering on-site activations for their brands as well as managing Ski Test, Event Villages, and Hospitality/Guest zones. Obviously, this also includes some informal moments skiing and sharing drinks with our partners!

ABOUT THE FWT

The Freeride World Tour organises the most demanding skiing and snowboarding competitions in the world, from the Bec des Rosses in Verbier to the spines of Haines, Alaska. The Tour is home to the Xtreme Verbier, founded in 1996, and to the FIS Freeride World Championships, which crowned its first champions in Andorra in February 2026.

Based near Lausanne, our team of 25 runs 6 Pro stops, 9 Challenger events, 120+ Qualifier events, and 180+ Junior events each season across five continents. Beyond the core team, the FWT family stretches to 120 people, including athletes, partners, media, judges, and broadcast production crew, moving from venue to venue from January to April.

Fast-paced, international, sometimes slightly chaotic. We work in the mountains with some of the most inspiring people in the sport. Working with FWT is a life-changing experience: you'll grow, both personally and professionally, and you won't forget the people you meet along the way.

MEET THE ACCOUNT MANAGEMENT TEAM

The Partners Coordinator will join the Account Management department. The main role of the team is to act as the contact point for all the Freeride World Tour partners & sponsors. With six worldwide stops, the FWT is recognized as the pinnacle of Competitive freeriding and is supported by internationally known brands, both generic and from the winter sports industry.

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 Freeride World Tour 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, sport development) as well as external stakeholders in their mission of delivering value to the FWT partners.

YOUR MISSIONS

The Partners Coordinator's main mission is to help deliver high value to the FWT partners. This includes ensuring contract compliance through the production and monitoring of the branding share, which lists all partner visibility and deliverables per event, throughout the season. In addition, the Partners Coordinator will manage specific partner activations from planning to validation, and produce various informative documents for the partners, such as Event Information folders and Accreditation documents. Finally, various servicing and administrative tasks related to sponsors will be managed, such as ensuring smooth access to FWT content, overseeing the invoicing process, and supporting them in all their FWT-related projects and tasks.

In addition to partner management, the Partners Coordinator will manage important projects related to FWT Events:

Ski Test & Event Villages: The tasks related to this project include prospecting and sales to brands in the industry, as well as coordination with FWT partners who wish to set up a booth. Planning for the area prior to the event with the logistics team will also be required, such as gathering all the logistical needs from brands, such as booth size and electricity. Finally, the Partners Coordinator will handle on-site management of the zone and invoicing to brands after the event.

Partners Workshop: The FWT organises once a year a Partners Workshop, a 2-day event during which the whole FWT crew and all the partners gather for a pre-kick-off of the FWT season. This event is organised by the Account Management team, and the Partners Coordinator will be in charge of coordinating the whole thing, including management of the program, booking of food & beverages, communication with partners & staff attending, and on-site coordination.

Guest and Partners Accreditation Management: Top management likes to invite people to FWT events to give them the ultimate experience. The Partners Coordinator will be responsible for making the link between guests and different FWT departments in order to ensure a smooth experience for them, including booking accommodations, ski passes, and accreditations. On the Partner's side, the Partners Coordinator will be in charge of collecting information on their presence at events to prepare their accreditation accordingly.

Finally, the Partners Coordinator will be in charge of exhibitors prospection for the Verbier Bike Festival. This involves contacting and following up with all the brands to get them registered for the event, prospecting new brands from the industry, and regularly updating our contact list.

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.

PARTNER VALUE DELIVERY & CONTRACT COMPLIANCE

- Help deliver high value to FWT partners by ensuring contract compliance through the production and monitoring of the branding share, which lists all partner visibility and deliverables per event throughout the season.
- Manage specific partner activations from planning to validation.

PARTNER DOCUMENTATION & SERVICING

- Produce informative documents for partners, including Event Information folders and Accreditation documents.
- Handle servicing and administrative tasks related to sponsors, including ensuring smooth access to FWT content, overseeing the invoicing process, and supporting them in all their FWT-related projects and tasks.

SKI TEST & EVENT VILLAGES

- Prospect and sell to brands in the industry, and coordinate with FWT partners who wish to set up a booth.
- Plan the area prior to the event with the logistics team, gathering all logistical needs from brands, such as booth size and electricity.
- Handle on-site management of the zone and invoicing to brands after the event.

PARTNERS WORKSHOP

- Coordinate the FWT Partners Workshop, a 2-day annual event where the whole FWT crew and all partners gather for a pre-kick-off of the FWT season (organised by the Account Management team).
- Manage the program, book food & beverages, handle communication with partners and staff attending, and oversee on-site coordination.

GUEST AND PARTNERS ACCREDITATION MANAGEMENT

- Act as the link between guests invited by top management and different FWT departments to ensure a smooth experience, including booking accommodations, ski passes, and accreditations.
- Collect information from partners on their presence at events to prepare their accreditation accordingly.

VERBIER BIKE FESTIVAL

- Lead exhibitor prospection for the Verbier Bike Festival, contacting and following up with all brands to get them registered.
- Prospect new brands from the industry and regularly update the contact list.

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 in events/project management
- Interest in Sports in general. To enjoy the great outdoors, including winter sports
- Proficient computer skills: Excel – Word – PP
- Skills in the following software are an asset: Adobe Illustrator, Adobe Photoshop, Notion, Mailchimp, and SWEAP.
- Autonomous and rigorous, solution-oriented, and remains composed under pressure.
- Great communication, social skills & assertiveness to interact with various stakeholders.
- Able to work well in a small team.
- Willing to travel extensively during the winter season.
- Recognizes and accepts that during events, the demands can be 24/7.

WHAT WE OFFER

- Base salary: CHF 1400.- / month.
- Free ski wear and equipment (depending on availability).

- Flexible work schedule and 1-2 days per week of remote work
- Travel and phone costs are covered
- Work in a unique, entrepreneurial, and creative environment where everyone makes a real difference.

Duration: September 7, 2026 - April 30, 2027

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