



EVENT COORDINATOR

E-BIKE WORLD TOUR

Based near Lausanne (Switzerland) E-Bike World Tour owns and manages the Verbier E-Bike Festival and newly added festivals in Austria and France.

E-Bike World Tour (EBWT)

The World's Best E-Bikers on the World's Best Trails for the Ultimate E-Bike Format. The E-Bike World Tour is world's #1 Series of E-Bike events gathering the largest community of outdoor sports lovers from beginners looking for new sensations to world-class champions willing to explore new boundaries. E-bike World Tour is also a communication platform for the cycling industry as well as an accelerator for tourism developments in host destinations.

Verbier E-Bike Festival (VEBF)

The Verbier E-Bike Festival has been launched in August 2019 with the aim to become the largest European E-MTB festival. It's a mass event, accessible to everyone - from 7 to 77 - who want to discover and ride an E-Bike in the most attractive formats: bikes tests, discovery tours, adventure races, kids race, ... The whole industry of e-MTB is represented and is participating in the 4 days of E-bike Tests, animations, and a sportive challenge as their professional teams are invited to participate in an exclusive 3-days race, the Tour du Mont-Blanc.

CONTRACT – EVENT COORDINATOR

We are seeking an intern, whose mission will be to assist the E-Bike World Tour Operations Team in various areas (see details below), taking part in the following missions.

This position requires a multi-skills profile as tasks to be done are various.

1. VOLUNTEERS / Verbier E-Bike Festival

- Needs definition of volunteers for each sector
- Set up of the subscription form
- Management of the subscription and confirmation process
- Communication with all the volunteers
- Research of volunteers benefits locally
- Creation of the volunteer documentation
- Planning management
- Onsite coordination and volunteers care

2. ACCOMODATION / 3 events

- Contact with local organization for Flachau and Tignes – Val d'Isère events
- Needs definition
- Research for accomodation and booking for the Verbier event
- Rooming list management
- On event coordination
- Administrative follow up and invoicing
- Management of the local accommodation deals with partners

3. F&B / Verbier E-Bike Festival

- Management of F&B partnership and deals
- Lunch bag coordination

4. TROPHIES - MEDALS / 3 events

- Needs definition
- Contact with suppliers / quote requests / orders

5. CUSTOMERS RELATIONS / 3 events

- Management of the registration platform
- Follow up of the registration statistics per day / activity / events
- Follow up on customer's requests
- Management of the info e-mail address
- Management of the live chat
- On event coordination of one of the welcome desk
- On event management and training of the welcome desk volunteers

Personal Profile and mindset

- Student/Graduate or University Degree in Business or Sports / Project Management
- Fluent in **French & English** (both spoken and written).
- Experiences at events (ideally on an international basis) are an asset
- Open-minded, diplomatic, rigorous and pro-active
- Remains composed under pressure
- Able to work well in a small team, meaning to take responsibility and be autonomous & flexible
- Interest / understandings in Outdoor Sports in a plus
- Willing to work intensively, ever but especially during the last month before the event
- Recognizes and accepts that during events the demands can be 24x7
- Valid driving license

Compensation

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

Duration:

- from 1st May 2022 to August 30th 2022

Applications should be sent to jobs@freerideworldtour.com