

Junior Manager Events Commercial Department



Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para-Equestrian Dressage, Eventing, Driving and Para-Equestrian Driving, Endurance, Vaulting and Reining. It establishes the regulations and approves equestrian programmes for Championships, Continental and Regional Games as well as the Olympic & Paralympic Games.

FEI promotes equestrianism in all its forms and encourages the development of the FEI equestrian disciplines throughout the world, keeping the welfare of the horse at the heart of all activities.

Today, the FEI has 134 members of National Federations and there are over 3,700 international events annually, including a number of FEI Championships and global FEI series. Over 90,000 riders and horses are registered and women and men compete as equals.

Over 85 FEI staff are working in FEI's Headquarters in Lausanne, ensuring the sport continues to grow and flourish, the rules are enforced, the results are processed, the international calendar is managed, and that the very values that are at the core of equestrian sport are safeguarded and promoted.

Purpose of the Role

The successful candidate will give support to the Manager Events in the planning, delivery and evaluation of relevant FEI Events in accordance with FEI policies, sponsor expectations and the respective Host Agreements.

The candidate will work full-time and will report directly to the Manager Events. The role is based in Lausanne and the starting date will be agreed upon.

Key Responsibilities

- Organise and administer activities related to the delivery of events such as the FEI Series, FEI Championships, FEI World Equestrian Games, etc
- Ensure a timely and effective delivery of all rights and contractual benefits to FEI sponsors and partners.
- Support the Commercial Manager in delivering hospitality programs at FEI events for sponsorship sales and relation management purposes.
- Manage the day-to-day communication with FEI suppliers for the relevant series and events and supervise the event logistic set up such as: branding, accreditation system, accommodation, hospitality, competition schedule and timetable, protocols, opening and closing ceremonies, etc.
- Attend events to ensure all rights and contractual benefits are duly delivered by the contractual parties.
- Preparation of an operational event manual for each event.
- Ensure relevant data is collated for effective event evaluation.

General administrative support

- Support in the preparation and organise documents as needed for meetings and presentations with FEI Suppliers, sponsors and/organising committees.

Other

- Undertake other projects and/or duties from time to time as required by the Events Manager, Commercial.

Position Requirements

- Bachelor Degree in Events Management or Sports Marketing
- Fluent in English, spoken French is a plus
- Excellent command of MS Office
- Rigorous and meticulous
- Excellent organisation and coordination skills with the ability to work well under pressure and meet strong deadlines
- Open minded and self-starting team player
- Experience and knowledge of equestrian sports is a plus

If you are looking for an exciting and challenging opportunity, please send your complete application to recruitment@fei.org by Thursday 30 November 2017.