



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 Dressage, Eventing, Driving and Para 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 4,500 international events annually, including a number of FEI Championships and global FEI series. Over 120,000 athletes and horses are registered and women and men compete as equals.

Over 95 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 manage 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 Head of Sponsorship and Event Management. The role is based in Lausanne and the starting date is as soon as possible.

Key Responsibilities

- Manage the host agreements with Organising Committees and National Federations to ensure the implementation of commercial and broadcast rights at FEI Events
- Organise and administer activities related to the delivery of events such as the FEI Series, FEI Championships, FEI World Championships, etc with specific responsibility for the delivery of the Longines FEI Jumping Nations Cup™
- Ensure a timely and effective delivery of all Event rights and contractual benefits to FEI sponsors and partners.



- Deliver hospitality programs at FEI events for sponsorship sales and relation management purposes
- Manage the day-to-day communication with Organising Committees and the FEI suppliers for the relevant series and events and manage 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.
- Prepare post-event reporting for each of the relevant FEI Events and share the reporting with the relevant stakeholders
- Ensure an effective commercial evaluation of FEI Named Events against consistent and standardized criteria
- Tracking and monitoring the allocated budget for relevant FEI Events
- Coordinate and manage the commercial aspects of the various FEI Bidding processes

Sponsorship coordination

- Oversee the implementation of the sponsor rights delivery for the various FEI Events
- Oversee the approvals for all relevant sponsor activation and branding at FEI events
- Liaise with and support the Event Organizer on various marketing related activities including hospitality, ticketing, trade stands, event communication, competition schedule and timetables, prize-giving protocols, opening and closing ceremonies, branding layout and set-up, etc.
- Liaise with the other departments of the FEI in relation to sponsors' rights delivery
- Oversee the on-site event management related to all commercial activities

Broadcast coordination

- In close coordination with the Manager Media Rights and Broadcast Production, oversee the delivery of the Host Broadcast Services and ensure these are in accordance with the Hosting Agreement
- Liaise with the onsite production to ensure effective delivery of the FEI broadcast production at the FEI Events.

Event Branding

- Oversee the design, production, storage, maintenance, transportation and delivery of FEI branded materials through the relevant FEI suppliers
- Oversee the implementation of all FEI and FEI Sponsor branding at FEI named competitions
- Assess opportunities at Events for increased FEI brand exposure
- Align with Event Organizing Committees for branding opportunities in the build-up of the event, during and after the event



General administrative supportoo

- 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 Head of Sponsorship and Event Management.

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
- Flexible to travel (estimated to around 40%)

You will be working in first class facilities, downtown Lausanne, accessible from public transportation within minutes from Lac Léman. We will be happy to present you other benefits we offer.

If you meet the position requirements, **We want you!** We are a dynamic Sports Federation and we would gladly receive your application at: recruitment@fei.org