



Intern Sponsorship and 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 FEI is currently looking for an Intern who is looking for a temporary mission at an entry level with 100% rate of activity. The successful candidate will gain substantial practical experience throughout a six to twelve months internship in a wide range of sponsorship and event management activities.

Based in Lausanne, the Intern will report to the Head of Sponsorship and Event Management and will start as soon as possible.

Key Responsibilities

Approvals

- Assist the sponsorship and event management team in reviewing and approving artwork submitted to the FEI by FEI Sponsors and Event Organizers. Ensure FEI brand guidelines are adhered to.

Planning & scheduling

- Work alongside the Event Managers to compile the monthly newsletter for Longines FEI Jumping Nations Cup™ and Longines FEI Jumping World Cup™; and
- Coordinate internal requests and manage spreadsheets for hotel and hospitality usage for FEI events coordinated by the FEI Commercial Department.



Research and Monitoring

- Support on relevant research and monitoring tasks.

Event Servicing

- Support on relevant research and monitoring tasks;
- Support the production of Best Practice Guidelines for Organising Committees;
- Support in creating and keeping up to date sponsorship documents (e.g. debriefing sheets of activations, presentations) and follow up on results of any activations/content on a regular basis;
- Support in organising marketing activations at Events (influencers, etc.) and meetings;
- Keep documents of partners' activations up to date (pictures, channels, results, dates, etc.) in preparation for periodic reporting;
- Support with Longines watches on loan programme;
- Manage Google Sheet documents used for event operations;
- Support the team for the overall organisation of key meetings;
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Position Requirements

- Bachelor or equivalent;
- Perfect fluency in English required, French an asset;
- Good understanding and high interest in sponsorship and events;
- Excellent command of MS Office;
- Rigorous and meticulous;
- Ability to work well within a team under pressure and to meet deadlines;
- Experience and knowledge of equestrian sports is a plus;
- Detailed oriented and rigorous; and
- Excellent understanding of the sports industry.

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.