



Events and Site Assistant – LFS 496 Summer Term 2023

Mentor: Anna Brookes, UBC Farm Site Services Coordinator

Position Location: UBC Farm, 3461 Ross Drive, Vancouver, BC V6T 1W5

Website (if applicable): ubcfarm.ubc.ca

Hours: Summer Term 1&2, May-August 2024, at 9 or 18 hours per week

Credits: 3 or 6 credits

Course Background

The Career Development Course aims to engage UBC students with their local food system and create opportunities to experience the working environment of a food sustainability focused organization. Students work alongside their mentor, food systems practitioners and faculty to increase their understanding and knowledge of food systems work, from organic agriculture to food production methods, food-focused community engagement, and business management.

Specific Duties

The Events and Site Assistant will:

- Liaise between the UBC Farm, renters of the Farm site, event staff, and community members.
- Help site renters with rental processes, including permitting, licensing, invoicing, and site visits.
- Be on site for events at the Farm.
- Assist with delivering UBC Farm summer events such as Long Table Dinners, Season Kickoff, Fall Fair, and a soon-to-be announced Fall event.
- Co-manage the Farm's venue booking and scheduling system.
- Work on site-specific tasks in the UBC Farm's event spaces
- Help document and promote events at the Farm.

Learning Goals

- Gain expertise in event planning, especially for the nonprofit, agriculture, and agritourism sectors.
- Gain technical skills relevant to event delivery, including managing sound, power, light, food, waste, and emergency planning.
- Gain skills in budgeting and fundraising to create sustainable revenue for a nonprofit organization.
- Gain an understanding of managing a venue, including legal and permitting processes.
- Connect with events professionals, the agritourism industry in Vancouver, and the broader UBC Farm community.

Qualifications

- Must be a UBC Student intending to register in LFS 496 for 2024 Summer Terms 1 and 2

- Must be 19 years old or older
- Some experience in event planning or administration
- Willing to sometimes work irregular hours, including evenings and weekends, depending on event schedules. These times will be scheduled with ample notice.
- Able to follow policies and procedures to ensure participant and staff health and safety, including helping administer policies on alcohol consumption, open fire, food safety, lockup times, and noise management.
- Foodsafe Level 1, Serving it Right, and/or OFA-Level 1 are assets

How to Apply

Submit a resume and cover letter to anna.brookes@ubc.ca, with the subject line “LFS 496 Career Development Course.”

The cover letter should include an introduction, share why you are interested in this position, and what you hope to gain from the position if accepted. Cover letters should be no more than 500 words. Application deadline **April 22nd, 2024**.

About CSFS and the UBC Farm

The Centre for Sustainable Food Systems (CSFS) comprises the research, teaching and cultivation activities at the UBC Farm, as well as sustainable food systems research and teaching that takes place elsewhere, be it across UBC campus, British Columbia, Canada, or around the globe. CSFS associate members work on the development of innovations in agroecosystem management for food security and ecosystem services, while honouring, respecting, and protecting diverse ecosystems and knowledge pathways within Indigenous and agrarian food systems.

The UBC Farm is the Centre for Sustainable Food System’s main research, teaching and learning space, located on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓əm-speaking xʷməθkʷəy̓əm (Musqueam) people. Situated within a 90-year-old coastal hemlock forest, the 24-hectare integrated organic farm and forest ecosystem has become a key part of the UBC’s agroecology research and education as well as an important Vancouver food hub. The Farm is organically managed, and UBC Farm produce is certified organic through NOOA. We cultivate over 200 varieties of fruits, vegetables, and herbs.

The UBC Farm is also a venue for weddings, retreats, conferences, student events, neighbourhood gatherings, food and drink festivals, outdoor dining, and other daytime and evening events. Revenue from venue rentals at the Farm supports the teaching, learning, and research activities at this nonprofit institution. Events held at and hosted by the Farm bring the community together around supporting sustainable agriculture.