

CJ's OFF THE SQUARE

est | Garden Wedding & Event Venue | 2005

ABOUT US

CJ's Off the Square is a boutique wedding and event venue located just south of Nashville in Franklin, TN. We specialize in romantic, intimate outdoor weddings for up to 135 guests in our historic home and garden. Since 2005, the vision of CJ's Off the Square has been to provide a low-stress, no-hassle planning experience for its clients in addition to a unique physical location to host the event. To achieve this, we only offer full-service wedding and event packages to ensure a quality experience from beginning to end. We pride ourselves on having more 5-star reviews than any other venue in Tennessee.

Our mission is to simplify the wedding planning process so that couples can use their engagement to focus on what matters most: preparing for marriage. Because we take care of all the details, our couples and their families can be fully present on their wedding day to make memories that will last a lifetime.

We don't just sell event space. We sell a once-in-a-lifetime experience for our clients and their guests. Our primary focus on weddings. However, we can host any occasion using one of our full-service event packages.

Our team is made up of full and part-time employees and contractors who work both virtually as well as on property. We are a small but mighty team that makes big things happen.

OUR COMPANY VALUES

- 1. Integrity:** We are 100% accountable to each other, our clients, and our vendor team. We say what we mean and do what we say, on time and on budget (and with a smile).
- 2. Efficiency:** We are masters of systems & processes to deliver consistent, excellent results in the least number of steps possible.
- 3. Creativity:** We use our imaginations to create beautiful designs, find solutions when challenges arise, and to regularly seek out inspiration in both our personal and professional lives.

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VENUE COORDINATOR

Full-time, In-person

Reports to: Founder

Compensation: \$41,600 | Eligible for sales/performance bonuses after 6 mo.

PTO: 23 days

Benefits: CJ's Off the Square does not offer medical, dental, or vision benefits at this time.

CJ's Off the Square is more than just a wedding venue. We are a complete event planning & production team bundled with a charming, historic event space. We are a small but mighty team of dedicated individuals who aim to provide our clients and guests with best-in-class experiences throughout the planning of the process and on the day of the event.

The venue coordinator role is an entry-level position that is designed to cross-train new team members and provide a greater depth of experience to prepare them to transition to more specialized roles within the company. They will have the opportunity to learn all aspects of the business by providing support in sales, planning, and the production of our events.

Sales & Marketing:

The venue coordinator will collaborate with the founder on the sales and marketing of the venue. This included, but is not limited to:

- Executing existing social media campaigns and help to create new ones
- Writing blog posts
- Managing new leads and scheduling venue tours
- Answering and making sales calls
- Providing tours of the venue
- Closing sales and onboarding new clients into our system

The venue coordinator knows our processes and systems like the back of their hand. They expertly guide new leads through the sales process, make the sale, then provide a seamless transition to our planning team. They ensure we consistently deliver the highest level of service to our clients and guests. They are also passionate about connecting with new leads and our existing clients through social media. They will be

hands on in the creation and management of content for multiple channels in the voice of the company.

Planning:

The venue coordinator works directly with the planning to:

- Assist planners in meetings
- Create floor plans and seating charts
- Place, update, and finalize orders with vendors
- Assist planners with rehearsals and day of coordination
- Occasionally fill in for planners or assistants as needed
- Sell, plan, and produce our Small Ceremony / Elopement package

The venue coordinator will learn our planning process, how to effectively communicate with clients and vendors, and manage projects and events with efficiency, speed, and grace. They will have the opportunity to grow our Small Ceremony / Elopement program and become eligible for sales and performances bonuses after the first 6 months of employment.

Event Production:

The venue coordinator will work with the production manager both behind the scenes and in front of house on event days. Duties include, but is not limited to:

- Ensuring accurate delivery and setup on event days
- Managing vendors on-site to ensure seamless load-in/load-out in accordance with venue policies
- Maintaining proactive communication with planner and production manager
- Acting as the floor manager during dinner service to ensure the catering team is in sync with the planning team and the client and guests are having a great time
- Working with the production manager to ensure the venue is clean, in good repair and always ready for the next client to walk in the front door
- Accurately executing service orders for each event
- Providing excellent customer service for clients and guests on event days

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This job might be perfect for you if you:

- Are outgoing, energetic, and always wear a smile
- Love people and are always interested in making someone's day better
- Have a curious, efficient, and solution-oriented mindset
- Take pride in a clean, organized work environment that runs like clockwork
- Do whatever it takes and the phrase "That's not my job" is not a part of your vocabulary
- Love learning new things and adapting to changes on the fly
- Get along well with lots of different personality types
- Care deeply about your work, your team, your clients, and the success of the company
- Stay calm in a storm and easily smooth things over with a vendor, client, or guest
- Multi-task in your sleep
- Have a strong interest in wedding industry trends, industry experts and traditions/cultures of weddings around the world

This will not be a good fit if you:

- Have personal drama: your personal life may not be perfect, but it isn't a disaster. You don't seek, create, or encourage drama at home, at work, or online
- Don't really commit wholeheartedly to anything
- Don't like social media
- Think self-help is weird
- Feel that laughing at work is inappropriate
- Aren't available to work nights and weekends
- Can't ask for help
- Feel like deadlines impose on your creativity
- People get on your nerves
- Require health or retirement benefits from your employer (we don't have them).

Technical Skills:

- Bachelor's degree or equivalent professional experience in a hospitality role (such as a host, server, bartender, front desk etc. for a hotel, restaurant, venue or similar business)
- You're an effective, clear communicator (written and verbal)
- Strong computer skills with a solid knowledge of Microsoft Office Programs. Google Workspace (docs, sheets, forms, calendar)

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- Comfortable with video conferencing like Zoom
- Quick learner for new software programs
- Able to analyze and problem solve while multi-tasking
- A passion for social media with experience with Instagram, Pinterest, Facebook, Tik Tok

Physical Ability:

- Must be able to stand, walk, sit for prolonged periods of time
- Must be able to bend, stoop, crouch
- Must use hands to reach, grasp, handle, pull and push
- Must be able to lift 50 lbs.
- Must be able to move and set up chairs, tables and other decorations as required
- Must be able and willing to climb a 10 ft ladder

Work Hours. Time Off & Benefits

- CJ's Off the Square is open Tuesday - Saturday, 10 AM - 6 PM. This role is expected to work in-person at the venue during our standard hours of operation and/or during scheduled events (this includes nights and weekends during our event season).
- We are closed on Mondays
- Paid Time Off (PTO):
 - 10 Days - CJ's Off the Square is closed with paid time off for the team during the week of the 4th of July and the week between Christmas and New Year's Day
 - 1 Day - We do not take events on Easter Sunday
 - 12 Days - This position also includes 12 floating holidays per. Time off is accrued monthly (1 day per month) and will expire at the end of the year.
- Comp Time - An additional day off is given for working an event on a Sunday. Comp time is eligible as PTO or can be cashed out at the end of the year.
- Working nights and weekends during our event season (April - June / August - November) is required. PTO other than sick days are not permitted during the event season.
- After you complete 6 months of training, you will become eligible for performance and sales bonuses. Bonuses are based on meeting key performance and sales goals with an estimated payout of \$1500 - \$3500 per year
- CJ's Off the Square does not currently offer health or retirement benefits.

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Apply Now:

To apply for this position, complete the application form online. Do not stop by the venue in person. We will only consider candidates who complete the online application:

<https://forms.gle/VBYmdimxuKykjis16>