

## WEDDING & EVENT PLANNER

**Type of Position:** Full-Time

**Reports To:** Owner

**Salary Range:** \$42,000 - \$46,000 base pay based on experience + up to \$15,000 in annual bonuses)

**Start date:** Flexible for immediate hire

### A LITTLE BIT 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 create beautiful, memorable, once in a lifetime experiences for our clients and their guests. Our primary focus is on weddings. However, we can host any occasion using one of our full-service event packages.

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

We love what we do and, most importantly, who we do it for.

We value integrity, efficiency and creativity and measure our success accordingly.

We have a strong work ethic focused on servant leadership. No job is too big or too small if it needs to happen in order to accomplish our goals. We work hard and celebrate often.

We always have each other's backs.

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## POSITION OVERVIEW

The role of “wedding & event planner” is to sell, plan and execute weddings and events at CJ’s Off the Square, a boutique wedding and event venue in Franklin, TN.

Success in this role is measured by meeting sales goals, effectively managing the event planning process and by receiving positive feedback from both clients and our team.

## DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Event planning, design and production while managing all project delivery elements within time and budget limits
- Organize facilities and manage all event details such as décor, catering, entertainment etc.
- Answering incoming calls and emails requesting information about our venue and services; giving tours of the venue
- Managing the event planning process with clients through ongoing communication via phone, email and personal interaction
- Effectively manage vendors to ensure accurate orders are placed, delivered, and picked up
- Managing the execution of the event on the day to ensure a smooth and enjoyable event for our clients and guests
- Ensure compliance with insurance, legal, health and safety obligations
- Proactively handle any arising issues and troubleshoot problems on the event day
- Provide feedback and ideas to improve provided services and event quality
- Being a brand ambassador for CJ’s Off the Square through professional organizations and other networking opportunities
- Providing our clients and guests with a wonderful experience at every point of interaction with our company
- Other jobs and duties as required

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## YOU'LL FIT IN GREAT IF YOU ARE:

- Friendly, professional, and positive
- Trustworthy and honest: You say what you mean and mean what you say
- Hardworking, creative, and committed to using your talents to positively impact those around you (your clients AND your team)
- Clean-cut in appearance (neat, well-groomed, no visible tattoos)
- You're a self-starter who knows how to manage your time and loves to beat a deadline
- Consider yourself to be solutions oriented
- Passionate about always doing your best. Mediocre is not an option!
- The phrase "that's not my job" is not in your vocabulary
- Detail oriented. No stray typos or wonky napkin folds get by you.
- Care deeply about your work, your team, your clients, and the success of the company
- Are open and receptive to feedback and always looking to improve your skills
- Always looking for ways to add value, improve your own skills, find new ways to get your job done in less time
- You show grace under pressure
- Understand the value of excellent customer service and are willing to go the extra mile to satisfy a client
- You're in good physical condition and are just as comfortable sitting at a desk as you are setting tables, hanging string lights, or bustling a wedding dress (we wear a lot of different hats here at CJ's Off the Square!)

## THIS JOB IS NOT A GOOD FIT IF YOU:

- Require medical/retirement benefits to be provided for you by your employer. We do not offer medical or retirement benefits at this time.
- Don't like social media
- Don't like working nights and weekends
- Have a lot of personal drama
- Don't own up to your mistakes
- Can't ask for help
- Don't have reliable transportation
- Feel like deadlines impose on your creativity
- Don't enjoy serving others

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## EDUCATION & EXPERIENCE:

- Bachelor's degree in business, hospitality management, public relations, or relevant field preferred or equivalent professional experience
- 2 years of experience in events/hospitality industry (hotel, banquet hall, venue, restaurant group sales/management or similar)
- Must be in good physical condition, able to stand, walk, sit, bend, stoop, reach, pull/pull as needed to set up tables, chairs and other decorations as required for the events taking place at the venue (see physical requirements below)
- Experience working with weddings is ideal, but not required. However, you have to LOVE weddings to work here. If you don't like them or only tolerate them, this job is not for you.
- Proficient in MS Office, Google Drive, PC platform

## AVAILABILITY:

- CJ's Off the Square is open Tuesday - Saturday, 10 AM - 6 PM. This role should expect to work 10 AM – 6 PM each day and 1 pm – 11 pm on most event days.
- While occasionally working from home is possible, this role is required for in-person work at the venue.
- Working nights and weekends during our event season (April - mid-November) is required.

## PHYSICAL DEMANDS:

- This role can be physically demanding. Activity includes standing, walking, climbing stairs, lifting/moving objects up to 40 pounds; vision and hearing required. Occasionally, climbing a 10' ladder may be required.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## PAID TIME OFF:

This role receives 22 paid days off each year in addition to comp time, which is paid time off in lieu of working on a Sunday. Our weekend is Sunday/Monday.

- Week of 4<sup>th</sup> of July and Christmas Eve – New Year's Day are two weeks of regularly scheduled paid vacation each year when the entire office is closed. Exact dates are TBD each year at owner's discretion.
- 1 floating holiday is accrued per month for a total of up to 12 per year. This includes all paid time off such as vacation and sick days. Time off is accrued monthly (1 day per month) and will expire within one year.
- Our weekend is Sunday/Monday and the venue is always closed on Mondays. If you have an event scheduled on a Sunday, you will receive an additional day off or be compensated for this day at the end of the year.
- While all paid time off must be approved by the owner, planned PTO may not be used during the event season (April – June; August - November) without express permission of the owner.

## BONUSES:

Bonuses are given for both performance on the planning side of your role and also for sales (as you don't always plan the events that you sell).

### Performance Bonus

- \$100 per 5-star review, maximum of 5 per event and must be given by a client, parent of client or otherwise financially invested party.
  - Events that qualify for the review bonus are full event packages (Small Ceremonies excluded)
  - Sites that qualify for the review bonus include Facebook, WeddingWire.com, TheKnot.com, Yelp.com, Google.com – and others to be determined by the owner. Depending on your roster and eagerness to get reviews, most planners receive \$3000-\$5000 per year in review bonus although you could earn up to \$12,500 if you max out this bonus and your sales goal.
  - The Review bonus is cumulative and paid out in December of each year. If you leave employment before the end of the season, you forfeit your review bonus.

### Sales Bonus

- Each calendar year, you are expected to sell 25 full event packages (Small Ceremonies are excluded).
- Once you have sold 25 event packages, you will receive an immediate **\$2500 sales bonus** in whatever month you complete this sales goal.
  - This bonus will be pro-rated in your first year of employment. You must complete the event season to be eligible and you will receive a sales bonus of

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\$100 per event sold as you have sold an average of 2.5 wedding packages per month since your start date.

- o In your first year of employment, you must complete the event season
- o The sales bonus is capped at \$2500 per calendar year.

To apply for this role, please complete the application form online:

[Apply Now](#)