

CJ'S OFF THE SQUARE

est | Garden Wedding & Event Venue | 2005

CJ's Off the Square is a boutique wedding and event venue nestled in historic downtown Franklin, TN, just south of Nashville. Specializing in romantic, intimate outdoor weddings and events for up to 135 guests, our venue blends the charm of a historic home with the beauty of a lush garden setting.

Since opening in 2005, our vision has been to provide couples with more than just a stunning event space—we deliver a seamless, low-stress planning experience that allows them to focus on what truly matters: preparing for marriage and creating memories that last a lifetime. To ensure the highest level of service, we exclusively offer full-service wedding and event packages, a commitment that has earned us more 5-star reviews than any other venue in Tennessee.

While weddings remain our primary focus, we are excited to expand into hosting more social and business events in 2025, continuing to share our expertise and beautiful space with a wider range of clients.

We are a small company that does big things. Our team—a mix of full-time and part-time employees and contractors—works both virtually and on-site, creating a collaborative, dynamic work environment.

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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, 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.
- 4. Kindness & Respect:** We always treat our team, our clients, and our guests with kindness and respect. We will not always agree on everything, but we will always seek common ground, working toward our shared purpose to serve our clients and each other with integrity, efficiency, and creativity.

OUR IDEAL CANDIDATE

We are looking for a dedicated individual who not only meets the technical qualifications of this role but also aligns with our company values of **integrity, efficiency, creativity, kindness and respect**. These values guide every aspect of our work, and we believe they are key to delivering exceptional experiences for our clients and their guests.

If you are someone who takes pride in their work, thrives in a collaborative team environment, and finds joy in creating memorable events while living these values, we'd love to hear from you!

218 Third Avenue North | Franklin, TN | 37064

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VENUE COORDINATOR

Full-time, In-person

Reports to: Founder

Compensation: \$42,500 - \$45,000 | Eligible for sales/performance bonuses after 6 mo.

PTO: up to 22 days per year

Benefits: CJ's Off the Square does not currently offer medical, dental, or vision benefits

About CJ's Off the Square

CJ's Off the Square is a boutique wedding and event venue in Franklin, TN, specializing in full-service planning for romantic, intimate events with up to 135 guests. Our mission is to create exceptional, stress-free experiences for clients and their guests, combining personalized planning with a charming, historic venue.

Our small but mighty team thrives on collaboration, creativity, and delivering unforgettable moments. We focus primarily on weddings but are actively expanding into social and business events.

About This role

The Venue Coordinator plays a vital role in ensuring the smooth operation of the venue at all times, both front of house and behind the scenes. This mid-level position is ideal for individuals passionate about weddings, events, and exceptional client service.

The purpose of the Venue Coordinator is to act as the operational hub, ensuring every aspect of the venue's functionality aligns with our commitment to providing memorable and stress-free experiences for our clients. This includes overseeing day-to-day venue readiness, supporting event planning and production, and fostering collaboration among clients, vendors, and team members.

This role is perfect for someone who thrives in a fast-paced, dynamic environment where no two days are the same. You should be energized by interacting with people, have a knack for problem-solving, and balance creativity with meticulous attention to detail.

The Venue Coordinator position offers a unique opportunity to gain hands-on experience in multiple facets of a bustling event venue. It's designed to serve as a steppingstone for advancement into more specialized roles within the company, such as Event Planner or Production Manager.

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Key Responsibilities

Office Management:

- Ensure the venue is clean, organized, and stocked before and after events.
- Answer and make sales calls, following up with potential clients promptly.
- Manage new leads, schedule and conduct venue tours, and onboard new clients.
- Assist with daily management of social media channels.
- Assist with the management of internal and external sales & marketing assets event photos, videos, websites, brochures, and other assets.

Event Production:

- Oversee the setup and breakdown of events at the venue including vendor load-ins, and load-outs, ensuring accurate floor plans and décor installation and compliance with venue policies.
- Support the production team with installation and up-keep of in-house décor
- Collaborate with the planning and production teams to provide outstanding service to clients and guests.

Event Planning:

- Assisting the planning team with the development of event plans including layouts, seating charts, and schedules.
- Coordinate with vendors to place and finalize orders.
- Coordinate wedding rehearsals and event day coordination as needed.
- Build and manage a small roster of planning clients.
- Opportunity to help develop our Small Ceremony and Social Event programs.

What We're Looking For

You'll fit right in if you're:

- Outgoing, energetic, and always willing to lend a hand.
- Thrives on collaboration and excels in both team and independent work.
- Highly organized with a knack for problem-solving and multitasking.
- Adaptable to new challenges and eager to learn.
- Approachable, confident, and calm under pressure.

Technical Skills:

- 3+ years of equivalent experience in hospitality or event coordination.
- Bachelor's degree is ideal but not required.

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- Strong written and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace, Canva, and video conferencing tools like Zoom.
- Experience and enthusiasm for social media platforms, including Instagram, Pinterest, and TikTok.
- Ability to lift up to 50 lbs., set up tables/chairs, and climb ladders as required.

Schedule & Benefits

- Standard workweek: Tuesday–Saturday, 10 AM–6 PM. Some nights and weekends are required during event seasons (April–June, August–November).
- PTO includes 10 days during venue closures (week of July 4th and Christmas) and 12 floating holidays (accrued monthly).
- Comp time for Sunday events, eligible for use or payout at year-end.
- Working nights and weekends during our event season (April – June / August - November) is required. Scheduled PTO other than sick days or family leave (such as time off for a vacation) is not permitted during the event season.

What Sets Us Apart

- An intimate, family-like team environment where your work directly impacts the company's success.
- We genuinely care about each other, our clients, and our guests.
- Our team is committed to ongoing education. Professional development in this role includes attending industry events, seminars, and other training and networking opportunities.
- Our team is committed to work-life balance. You'll never have to work on a holiday again.
- Our flexible time off policy allows you to balance company and personal priorities. While the event season can be demanding, our mindful approach toward scheduling is designed to optimize productivity and wellness across our entire team

Apply Now

Submit your application online at <https://forms.gle/tTZMGi1XfcRAwQ7x7>

All candidates must complete the online application form. We kindly ask that applicants refrain from sending a resume directly to any employee of the company or visiting the venue in person unless directly contacted by the hiring manager. We are unable to accommodate in-person follow-ups or unscheduled visits.

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