

# 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.

## *Our Company Values*

- 1. Integrity:** We are 100% accountable to our clients, our team, and our creative partners. We say what we mean and do what we say, on time, on budget, and with a smile.
- 2. Efficiency:** We leverage systems & processes to work together as a team to deliver consistent, exceptional results.
- 3. Resourceful:** Challenges don't stop us—they inspire us! We think creatively, stay solution-focused, and lean on collaboration to overcome obstacles and reach our goals.
- 4. High Standards:** Excellence isn't just something we aim for—it's who we are. We focus on the details, work with dedication, and always give our very best to every client and project.
- 5. Kindness & Respect:** We treat everyone—clients, colleagues, and guests—with care and understanding. We seek common ground to serve with purpose and unity.

## *Our Ideal Candidate*

We are looking for an enthusiastic individual who not only meets the technical qualifications of this role but also aligns with our company values. 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!

## EVENT ASSISTANT

*Seasonal / Part-time / In-person*

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**Position Type:** Seasonal / Part-time / In-Person 8 – 20 hours per week depending on event schedule

**Reports to:** Operations Manager

**Compensation:** \$18 per hour

All Candidates must be available to work most Fridays, Saturdays, and Sundays. No exceptions.

### *Position Overview*

The Event Assistant role exists to support the planning and production teams with weddings and events at CJ's Off the Square. As an Event Assistant, you will work directly on event set-up, management, and clean-up to ensure every event runs smoothly and successfully.

### *Key Responsibilities*

Event Assistants are responsible for ensuring seamless event execution by assisting with tasks such as:

#### Event Set-Up & Breakdown

- Installation of décor elements
- Setting tables and assisting with place settings

#### Guest Support

- Welcome guests to events as a host/hostess
- Assist guests with parking and seating

#### Team Support

- Run errands for the planning team as needed
- Tidy showroom, storage, and kitchen areas

### *Ideal Candidate Profile*

Our ideal Event Assistant is:

- Friendly, professional, and personable with a welcoming demeanor
- Reliable, punctual, and committed to supporting the event schedule
- Comfortable rolling up their sleeves to get the job done right
- Able to adapt to fast-paced environments and think on their feet
- Dedicated to delivering outstanding customer service
- Creative and solution-oriented in addressing client or event needs

## Availability Requirements:

- Candidates must be available to work Friday, Saturday, and Sunday with no exceptions.
- Occasional weekday availability may be required depending on the event schedule.

## Experience & Skills

- This is an entry-level position, ideal for candidates seeking to learn more about the wedding and event industry.
- Experience in event planning, retail sales, or hospitality is helpful but not required.
- Marketing, customer service, and creative writing experience is a plus.

## Job Requirements

- Enthusiastic about weddings and events with a strong passion for service and hospitality
- Must have a cell phone and reliable internet access for ongoing communication with the team
- Must have a valid driver's license and dependable transportation for occasional errands or site visits
- Professional appearance and demeanor required
  - During an event, our team will wear professional attire that is mostly black.
  - Hair must be maintained and natural in appearance (no vivid or extreme colors)
  - Visible tattoos should be minimal. If the content of the artwork is considered distracting, you may be required to cover your tattoos during work hours.
- Flexibility to work extended hours when needed (Most shifts are 6-8 hours, but some event days may require additional time)

## Physical Demands

This role involves physical activity including:

- Standing and walking for extended periods
- Lifting/moving objects up to 25 lbs
- Climbing a 10-foot ladder for event setup

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## *Apply Now*

Submit your application online at <https://forms.gle/qKApAYWXftnZMzn6A>

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*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.*