

Operations & Event Set-Up Supervisor

Full-Time | Loveless Events – West Nashville, TN

\$21 – \$24/hour, Based on Experience

Must be available evenings, weekends, and holidays as needed

Join the Team Behind Nashville's Most Iconic Gatherings

Loveless Events is the premier events and catering division of the legendary Loveless Cafe, known for our warm southern hospitality and unforgettable guest experiences. From intimate gatherings in the Harpeth Room to grand celebrations in the Loveless Barn, and even off-site events across Nashville, our team brings a sophisticated southern touch to every occasion.

We're currently seeking a full-time, hands-on, motivated **Operations & Event Set-Up Supervisor** to help us bring events to life and ensure everything runs seamlessly from start to finish.

Why you'll love working for our team:

- Employee referral bonuses (get paid to bring your friends!)
- Medical, dental, and vision coverage - we cover nearly 80% of your medical premium, even for family plans!
- Company-matched 401(k) / ROTH plans – up to a 4% match and immediate vesting
- Student Loan Paydown Program – We'll pitch in \$75/month toward your student loan principal
- Paid Parental Leave for new moms and dads
- PTO begins accruing on Day One
- Holiday pay
- Professional development & training opportunities
- Employee appreciation events (we love a good celebration!)

Job Objective:

To support the Event & Operations Manager in executing smooth and successful events by overseeing set-up and breakdown, maintaining event spaces and equipment, supervising event support staff, and ensuring the cleanliness, safety, and readiness of all Loveless Events facilities, on-site and off-site.

Schedule:

This position requires **open availability**, including weekends, select evenings, and some holidays. Hours will vary based on the event schedule, with occasional overtime during peak seasons.

What You'll Do:

As the Operations & Event Set-Up Supervisor, you'll:

- Attend weekly Banquet Event Order (BEO) meetings led by the Loveless Events Sales Team to review upcoming on-site and off-site events.
- Communicate event details and updates professionally to staff and management through regular team meetings.
- Execute pre-event tasks assigned by the Event & Operations Manager to ensure smooth event preparation.
- Oversee the set-up of equipment for all events, including tables, chairs, benches, tents, and catering supplies.

- Create detailed packing lists and manage the loading and unloading of catering vehicles for off-site events.
- Maintain cleanliness and perform general upkeep of event spaces, including the Harpeth Room, Loveless Barn, restrooms, storage areas, and surrounding property.
- Perform light maintenance and basic repairs as needed to keep facilities in working order.
- Ensure all indoor and outdoor areas meet cleanliness, safety, and presentation standards.
- Support Event Captains with pre- and post-event logistics, including setup, breakdown, equipment handling, and waste management.
- Assist in managing vendor and supplier relationships in collaboration with the Event & Operations Manager.
- Regularly lift, move, carry, push, and pull heavy items (often repetitively) without assistance.
- Supervise Event Set-Up Attendant(s) and seasonal event support staff.
- Engage positively and professionally with event guests and clients.
- Report directly to the Event & Operations Manager.

Requirements:

- Valid Tennessee driver's license and ability to drive large vans
- Flexible schedule, including availability on weekends, evenings, and some holidays
- Reliable transportation to job sites (on-site and off-site events)
- Ability to lift up to 75 lbs. and perform physical tasks such as pushing, pulling, bending, and reaching
- Comfortable working indoors and outdoors, including non-climate-controlled environments
- Able to read, write, and follow instructions in English
- Ability to work independently and stay on task with minimal supervision
- Strong communication and teamwork skills
- Professional and positive attitude when interacting with coworkers, guests, and vendors
- Commitment to workplace safety and proper use of tools and equipment
- Experience with event setup or AV equipment is a plus

Preferred Qualifications:

- Previous experience in the hospitality or events industry preferred
- Prior supervisory or team lead experience a plus
- Hands-on experience with event set-up or similar operational roles is highly desirable

The Loveless Cafe LLC is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V