

Diocese of Nashville

<https://dioceseofnashville.com/job/community-venue-manager/>

Community Venue Manager

Description

Job Title: Community Venue Manager

Department: Facility and Events

Reports To: Pastor

FLSA Status: Non-exempt

The Events and Venue Manager oversees all operational, logistical, and hospitality functions of Unity Hall. This position serves as the primary liaison between parish leadership, diocesan offices, church ministries, vendors, contractors, and outside organizations using the facility. The manager ensures every event reflects the mission of the Catholic Church while protecting parish property, maintaining the dignity of sacred spaces, providing exceptional hospitality, and ensuring safe, professional event execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In coordination with the Pastor and Administration, develops, prioritizes, and implements operational plans for all events held in Unity Hall in support of the parish's mission and community outreach.
2. Serves as the primary point of contact for all Unity Hall event inquiries, conducts facility tours, coordinates event planning meetings, prepares rental documentation, and manages the event calendar.
3. Reviews all event requests with the Pastor to ensure proposed activities are consistent with parish policies, Catholic values, and the intended purpose of Unity Hall.
4. Coordinates scheduling with parish ministries, diocesan offices, and outside organizations to maximize facility use while ensuring parish ministries receive appropriate priority according to parish policy.
5. In coordination with the Pastor, determines appropriate rental fees, service costs, and event-related expenses, including security, maintenance, cleaning, technology support, and other contracted services, while monitoring budgets in accordance with parish and diocesan policies.
6. Coordinates with all necessary departments, ministries, vendors, contractors, and diocesan personnel to ensure successful event planning and execution.
7. Organizes catering services, staffing needs, and approved vendors as required for each event.
8. Coordinates optional audiovisual and technology services, including sound, projection, and related equipment, and schedules the parish sound engineer or other approved technical support when requested or required.
9. Schedules and coordinates required security personnel for all applicable events in accordance with parish and diocesan policies and serves as the primary event contact for operational or emergency situations.
10. Oversees event preparation, room layouts, furniture arrangements, décor approval, signage, hospitality items, and all necessary setup prior to each event.
11. Ensures food service, deliveries, and event materials are properly received,

Hiring organization

Sagrado Corazón de Jesús Church

Job Location

Nashville, TN

Date posted

September 4, 2026

Valid through

28.11.2026

Please send resume, cover letter, and 3 references to jose.arias@dioceseofnashville.com

coordinated, and managed according to parish procedures.

12. Serves as the on-site manager during events as required, providing operational oversight, coordinating vendors and staff, resolving issues, and ensuring a professional and welcoming environment for all guests.
13. Coordinates with maintenance, custodial staff, contractors, and volunteers to ensure facilities are properly prepared before events and restored following each event.
14. Conducts post-event inspections to verify cleanliness, identify maintenance concerns or damages, document incidents when necessary, and coordinate any required follow-up.
15. Protects the sacred character of the parish campus by ensuring all events respect Catholic values and that churches, chapels, religious artwork, and other sacred spaces remain secure and protected throughout event activities.
16. Coordinates with diocesan offices regarding scheduling, maintenance needs, operational requirements, and other matters affecting parish facilities.
17. Confirms all event logistics with security personnel, caterers, custodial staff, maintenance, technology support, parish ministries, vendors, and event organizers prior to scheduled events.
18. Coordinates facility access, opening and closing procedures, and building security before, during, and after events.
19. Maintains the online presence of Unity Hall through the parish website and other approved communication platforms by keeping rental information, availability, policies, photographs, and promotional materials current.
20. Assists in promoting Unity Hall as a welcoming venue for conferences, retreats, nonprofit organizations, educational programs, fundraisers, and other approved community events that align with the parish mission.
21. Helps maximize appropriate use of Unity Hall by fostering positive relationships with community organizations while supporting sustainable revenue opportunities that benefit parish ministries.
22. Maintains accurate event records, contracts, correspondence, invoices, incident reports, and other required documentation in accordance with parish and diocesan policies.
23. Ensures compliance with parish, diocesan, legal, and safety requirements, including facility use agreements, emergency procedures, occupancy limits, insurance documentation when applicable, and other risk management policies.
24. Regularly evaluates event operations and recommends improvements to enhance efficiency, hospitality, stewardship of parish resources, and the overall guest experience.
25. Supervises event staff, contractors, volunteers, and vendors during assigned events and provides leadership consistent with parish policies and Christian hospitality.
26. Performs other duties as assigned by the Pastor.

SUPERVISORY RESPONSIBILITIES

Directly supervises employee/volunteer event workers. Carries out supervisory responsibilities in accordance with the church and diocesan policies and applicable laws

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made

to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS

1. Understanding, respect for, and support of the teachings, mission, and values of the Catholic Church.
2. Strong interpersonal, relationship-building, and customer service skills with the ability to work effectively with parish ministries, diocesan leadership, vendors, volunteers, contractors, community organizations, and event attendees.
3. Ability to work both independently and collaboratively while exercising sound judgment and initiative.
4. Excellent written, verbal, and interpersonal communication skills.
5. Strong leadership, organizational, budgeting, and project management skills with the ability to coordinate multiple events, priorities, and deadlines while maintaining attention to detail.
6. Flexibility and the ability to perform effectively under pressure, adapt to changing priorities, and respond calmly to emergencies or unexpected situations.
7. Excellent conflict resolution, problem-solving, and decision-making abilities.
8. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Publisher, online event registration platforms, scheduling software, and other digital event management tools.
9. Ability to gather, evaluate, synthesize, and communicate information, observations, and recommendations from multiple stakeholders.
10. Familiarity with audiovisual coordination and event technology, including the ability to coordinate technical support for sound, projection, and related event systems.
11. Ability to maintain confidentiality, demonstrate professionalism, exercise good stewardship of parish resources, and model servant leadership in all aspects of the position.

MISSION ALIGNMENT

Unity Hall exists to support the evangelizing mission of the parish and the Diocese by providing a welcoming, professional gathering space for parish ministries and approved community organizations whose activities are compatible with Catholic teaching and values.

The Events and Venue Manager serves as a steward of this ministry by ensuring that every event reflects Christian hospitality, protects the dignity of the parish campus, respects its sacred spaces, promotes responsible stewardship of parish resources, and contributes positively to the life of the Church and the wider community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or

controls, reach with hands and arms, stoop, bend, climb, talk, and hear. Some lifting of supplies or equipment may occasionally be required, not exceeding 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasionally exposed to wet and/or humid conditions in outside weather conditions, fumes or airborne particles, extreme heat, and moderate noise level in the work environment.

How to Apply

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