



**Old North Foundation
dba Old North Church & Historic Site
Job Description: Gift Shop Supervisor**

The Old North Church & Historic Site located in Boston's North End seeks a part-time gift shop supervisor. This individual would work closely with the Retail Operations Manager, Director of Retail & Operations, and existing staff in creating a wonderful shopping experience for the guests of Old North. Responsibilities include processing mail orders, receiving inventory, greeting customers, running the cash register, tagging and processing inventory, and general shop upkeep. The shop supervisor is also responsible for opening and closing the store in the Manager's absence.

In addition, this individual would work closely with the Visitor Experience Manager as well as their staff and would be expected to gain a working knowledge of the Visitor Services department.

Weekend availability and occasional weeknights required as well as:

- Previous work at a supervisory level
- Experience with cash handling, retail, and POS systems
- Superb customer service skills
- Ability to learn quickly and work well in a very fast-paced environment
- Familiarity with Boston and the surrounding areas
- A love of history is a bonus!

This position is available immediately with training hours available in January and February. Regular hours would start in March.

To apply:

Please apply via email to jobs@oldnorth.com. No phone calls, please. Please include "Gift Shop Supervisor" in the subject line.

Salary: \$18.25 per hour.

Please apply by January 8, 2022. The Old North Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

About the Organization:

The enduring fame of Old North began on the evening of April 18, 1775, when church sexton Robert Newman and Vestryman Capt. John Pulling, Jr. climbed the steeple of Old North Church and held high two lanterns as a signal from Paul Revere that the British were marching to Lexington and Concord by sea across the Charles River and not by land. This fateful event ignited the American Revolution. Old North Church is Boston's oldest surviving church building and welcomes 150,000 visitors each year as one of the Freedom Trail's most visited historical sites.

The [Old North Foundation](#) (ONF) inspires active citizenship and courageous, compassionate leadership by interpreting and preserving the Old North Church & Historic Site. The Foundation serves a wide audience by creating meaningful experiences through educational outreach, site-specific programming, and historical analysis. The Old North Foundation of Boston, Inc. was established in 1991 as a 501(c)(3) non-profit organization independent of Christ Church in the City of Boston (the Episcopal congregation of Old North Church). Learn more at www.oldnorth.com