



**Old North Foundation
dba Old North Church & Historic Site
Job Description: Sales Associate**

The Old North Church & Historic Site located in Boston's North End seeks part-time seasonal retail sales associates to have the opportunity to work in three retail locations.

- 1) Main Gift Shop: Features souvenirs, books, clothing, teas, ornaments, and more.
- 2) An outdoor kiosk in partnership with the Freedom Trail Foundation featuring exclusive Freedom Trail merchandise. The individuals working in this space would be expected to serve as an ambassador to the Freedom Trail.
- 3) Clough House - Made in New England. Share the stories of women, men, and family owned businesses. Selections will include specialty foods, fine jewelry, giftware, and more.

Sales associates would work closely with the Retail Operations Manager, Director of Retail & Operations, Gift Shop Supervisor, and existing staff in creating a wonderful shopping experience for the guests of Old North. Responsibilities include greeting customers, running the cash register, tagging and processing inventory, and general shop upkeep.

In addition, sales associates are expected to gain a working knowledge of the Visitor Services department software in order to help sell admission tickets.

Weekend availability and occasional weeknights required as well as:

- 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 beginning in March.

To apply:

Please apply via email to jobs@oldnorth.com. No phone calls, please. Please include “Gift Shop Sales Associate” in the subject line.

Salary: \$16.25 per hour.

Please apply by March 1, 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