

**Old North Foundation**  
**dba Old North Church & Historic Site**  
**Job Description: Visitor Services Representative**

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](http://www.oldnorth.com) (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](http://www.oldnorth.com)

The Old North Foundation believes that:

- Bravery, patriotism, and active citizenship come in many forms. These acts can inspire both large-scale and local change.
- Education and respectful dialogue are key to building a more perfect union that reflects the promise of liberty and justice for all.
- Becoming an anti-racist organization will require active engagement with the legacy of slavery at Old North Church and the ongoing burdens of slavery and racism in our country.
- By preserving and sharing history, space, and stories, we shape our future.

The Old North Church & Historic Site is currently interviewing for **Visitor Services Representatives** to staff our ticket/admission kiosks. Part-time seasonal positions are available. Weekend availability is required.

As a Visitor Services Representative, you will be part of a close-knit and enthusiastic team committed to providing visitors with an excellent experience. You will welcome visitors from around the world, offer top-notch customer service, and sell tickets for entry into the church. As part of the admission team, you will be the first point of contact, setting the tone for our visitor's experience.

**Qualifications**

- Cash Handling Experience a must.
- Proficient with computers.
- Knowledge of the Boston area.
- Ticketing experience preferred.
- Outgoing personality.
- Strong organizational skills.
- Attention to detail is a must.
- Clean employment record.
- Bilingual abilities are a plus.

**Rate of Pay: \$16.25 per hour.**

**To apply:** Please apply for this position by emailing a summary of your qualifications to [jobs@oldnorth.com](mailto:jobs@oldnorth.com). The Old North Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.