



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

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.

[Old North](#) Illuminated (ONI) inspires active citizenship and courageous, compassionate leadership by interpreting and preserving the Old North Church & Historic Site. ONI serves a wide audience by creating meaningful experiences through educational outreach, site-specific programming, and historical analysis. Old North Illuminated (Formerly 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)

Old North Illuminated 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.
- We shape our future by preserving and sharing history, space, and stories.

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 a variety of retail locations.

- 1) **Main Gift Shop:** Features souvenirs, books, clothing, teas, ornaments, and more. With a high volume of inventory, it is expected that all sales associates gain a working knowledge of the products we offer.
- 2) **Heritage Goods & Gifts:** Share the stories of women, men, and family-owned businesses. Selections will include specialty foods, fine jewelry, giftware, and more. Most products are made in the US, with a focus on products that are Made in New England.
- 3) **A pop-up outdoor kiosk:** In partnership with the Freedom Trail Foundation, this space features exclusive Freedom Trail merchandise. The person stationed here would be expected to engage with customers throughout the day and have knowledge of the Freedom Trail, our site and the city of Boston.

- 4) **Admissions:** You will welcome visitors from around the world, offer top-notch customer service, and sell tickets for entry into the church and living history programs. While working in the Admissions kiosk, you will be the first point of contact, setting the tone for our visitor's experience. You will be expected to speak confidently about the daily programs we have to offer as well as what the visitor can expect during their visit.

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

Both weekday and weekend availability is 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 March 1.

**To apply:**

Please apply via email to [jobs@oldnorth.com](mailto:jobs@oldnorth.com). No phone calls, please. Please include "Sales Associate" in the subject line.

Salary: \$16.75 per hour.

Please apply by April 15, 2023. Old North Illuminated is an equal opportunity employer and welcomes a diverse pool of candidates in this search.