



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

The enduring fame of Old North Church began on the evening of April 18, 1775, when church sexton Robert Newman and vestryman Capt. John Pulling, Jr. climbed the church's steeple 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 200,000 visitors each year as one of the Freedom Trail's most popular 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

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 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:** Features products that align with our new exhibit: Unearthing Childhood. A collection of specialty toys, stationery, games, and clothing. In addition to a lovely line of botanical products, many flowers featured can be found in our 18th-century garden.
- 3) **Admissions:** You will welcome visitors from around the world, offer top-notch customer service, and sell tickets for entry into the church. While working in the Admissions kiosk, you will be the first point of contact, setting the tone for our visitors' experience. You will be expected to follow a script and speak confidently about the daily programs we have to offer, as well as what guests can expect during their visit.

Sales associates work closely with the Retail Operations Manager, Gift Shop Supervisors, and all front-line staff to create a wonderful experience for Old North's visitors. Responsibilities include driving

sales by engaging with guests and sharing product knowledge, providing accurate information about shop products, describing our admissions options with enthusiasm, running the cashier, receiving and stocking inventory, and general shop upkeep.

Both weekday and weekend availability is required as well as:

- Experience with cash handling, retail, and POS systems
- Professionalism with a positive attitude
- Dependability/Punctuality
- 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!.

To apply:

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

Salary: \$17.50 per hour.

Old North Illuminated is an equal opportunity employer and welcomes a diverse pool of candidates in this search.