



The Cathedral
Church of **Saint John**
the Divine

1047 Amsterdam Ave.
at 112th Street
New York, NY 10025
stjohndivine.org

Position Announcement **Visitor Services Greeter**

Job Title: Visitor Services Greeter
Department: Public Education and Visitor Services
Posting Date: July, 2016

Overview

One of the world's most celebrated institutions, the Cathedral of St. John the Divine is an international and vibrant space that welcomes approximately 800,000 visitors each year, serving the diverse audiences of New York City and beyond through an array of cultural, educational, liturgical, and civic events and activities. With its doors open to everyone, people from many faiths and communities worship together in services held more than 30 times a week; the soup kitchen serves roughly 25,000 meals annually; concerts, exhibitions, performances and civic gatherings allow conversation, celebration, reflection and remembrance—such is the joyfully busy life of this beloved and venerated Cathedral.

The Position

The Visitor Services Greeter serves the vital role of welcoming visitors to the Cathedral. As a first point of contact for guests, Greeters must be familiar with and enthusiastic about the Cathedral's mission and active roster of programs, helping guests orient themselves to this stunning and architecturally significant institution. This position provides a great opportunity to interact with people from diverse backgrounds and to promote the Cathedral as a friendly, inviting and accessible place.

Requirements

- Desire to learn about and eager to share the offerings of the Cathedral with the public
- Excellent communication and interpersonal skills
- Orientation and training with department staff
- Minimum commitment of a four-hour block (9am-1pm or 1-5pm) one day a week after training.
- Saturdays, Sundays, and Mondays preferred
- Attendance at quarterly department meetings and enrichment programs
- Ability to engage visitors around art exhibits, seasons, and programs in a transitory environment
- Background verification check; adherence to Cathedral policies and procedures
- Foreign language skills a plus

Benefits:

- Being part of a friendly and enthusiastic team
- Passes and discounted tickets to signature Cathedral events
- Invitations to exhibit openings and other special programs
- Access to stunning gardens around the Cathedral Close



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- Field trips and social events
- Continuing education around special exhibitions and Cathedral initiatives
- Skills gained in the fields of hospitality and customer service

Application Instructions

Contact Marnie Weir and Teresa French at position@stjohndivine.org to find out more information on joining this group of talented and dedicated volunteers.