

PRESERVATION RESOURCE CENTER

— of NEW ORLEANS —

Gate Attendant

The Gate Attendant is a welcoming and knowledgeable first point of contact for guests, visitors, and the local community. This role provides information, assists with tour check-in and bookings, and helps with daily operations. A passion for New Orleans history, culture, and preservation is highly valued.

Duties & Responsibilities:

- Welcome visitors and provide information about the cemetery and its history.
- Check in tour guests and direct them to the appropriate meeting point.
- Process walk-up bookings and payments through the POS system.
- Respond to phone calls, emails, and texts as needed.
- Assist in daily opening and closing duties of work site
- Set up and store daily signage and tour materials
- Respond professionally to visitors, neighbors, and families
- Refer issues requiring additional assistance to the Tour Coordinator
- Help maintain a clean, organized, and welcoming environment
- Provide additional support to the tour team as needed

Qualifications & Skills:

- High school diploma or equivalent
- 1-2 years hospitality experience
- Experience with FareHarbor booking platform preferred
- Technical literacy
- Able to multitask
- Comfortable organizing large groups of people



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Working Conditions & Physical Requirements:

- This job will require weekend work and select evenings are possible
- This job will require work in off-site locations
- Reliable transportation is required
- Applicants should be able to stand for long periods of time and lift 15 lbs. or more

Perks:

- Friends and Family Discount for Tours
- Complimentary membership to The Preservation Resource Center of New Orleans

Pay: Hourly, commensurate with experience and qualifications

How to Apply: Interested candidates should submit a resume and cover letter to Russell Blanchard at rblanchard@prcno.org by Monday, September 28th, 2026

Preservation Resource Center of New Orleans (PRC) preserves New Orleans' historic architecture, neighborhoods and cultural identity through collaboration, empowerment and service to our community. Founded in 1974, PRC is a non-profit organization that has restored more than 1,500 properties citywide and has assisted countless individuals with their own renovation efforts through its outreach and advocacy programs. PRC provides resources and education to convey the economic, cultural and aesthetic importance of historic architecture in New Orleans and throughout the world. For more information about PRC and its revitalization efforts, call 504.581.7032 or visit www.prcno.org. Connect with PRC on Facebook and Instagram (@PRCNOLA).

