

# Halloween Nights

at Eastern State Penitentiary

Thank you for your interest in working at *Halloween Nights at Eastern State Penitentiary*! Please read and fill out this application very carefully and bring it with you to your acting role audition! We will take your photo at the audition, so there is no need to bring a headshot.

Here is some background information about Eastern State Penitentiary and our annual Halloween festival. It's important that our employees understand the mission behind our operation!

## **Eastern State Penitentiary**

When Eastern State Penitentiary opened in 1829, it was the world's first true penitentiary and eventually became a model for 300 prisons worldwide. The original seven cellblocks spread like the spokes of a wheel and had running water and central heat before the White House. Its vaulted, sky-lit cells held many of America's most notorious lawbreakers, including Al Capone. The penitentiary was closed in 1971 and was abandoned. Today, the prison stands in ruin.

Daytime prison tours began in 1994 and a non-profit organization, Eastern State Penitentiary Historic Site Inc. was formed to operate the site. Today, Eastern State interprets the legacy of American criminal justice reform, from the nation's founding through to the present day, within the long-abandoned cellblocks of the nation's most historic prison. The penitentiary is open for daytime tours seven days a week, year-round.

## ***Halloween Nights***

*Halloween Nights* is our annual Halloween-themed fundraiser event providing safe, fun, high-quality entertainment that raises funds used to help fulfill the mission of ESPHS, Inc. All proceeds from the event are used to support the preservation and interpretation of this National Historic Landmark.

## **Audition Protocol**

Auditions will take place onsite. No prior acting experience necessary! ***Halloween Nights* is a family event!** When auditioning, the following subjects are strictly forbidden:

- Race / Racial Slurs
- Sexual Harassment/ Sexual Violence/ Homosexuality/ Prison Sex / Rape
- Execution / Prison Violence
- Cursing / Offensive Language / Homophobic or Transphobic Slurs
- Commenting on a guest's appearance or physical features

**No physical interaction is allowed during auditions. Please refrain from touching staff or other applicants. Feel free to stretch and warm up your voice while waiting for your turn to audition! Safety first!**

Please note that if you are offered conditional employment at *Halloween Nights*, you must successfully complete both a I-9, a W-4 and be enrolled into our payroll system Paycom before the first night of training on Wednesday, September 6<sup>th</sup>, 2023. If you are conditionally selected, you will have to fill out a Criminal Background Check. You cannot be hired until you successfully complete all necessary paperwork.

**Fill out all of the attached forms and bring them with you to your audition.**

**PLEASE PRINT NEATLY AND IN ALL CAPITALS.**

## 2023 Acting Role Application

**\*Please write in all capitals\***

Name: \_\_\_\_\_  
(Name on ID)

Preferred Name: \_\_\_\_\_

Pronouns (Optional): \_\_\_\_\_

Email (REQUIRED): \_\_\_\_\_

Phone: \_\_\_\_\_

Instagram Username (Optional): \_\_\_\_\_

Please leave blank.  
Photo will be placed here.

1. As of today, are you 18 years old or older? **YES or NO (circle)**
2. Have you also applied for a Customer Service, Retail, or Custodial Role? **YES or NO (circle)**
3. Have you visited *Halloween Nights* as a customer? **YES or NO (circle)**
4. Have you previously worked at *Halloween Nights*, *Terror Behind the Walls*, or *Masquerade*. **YES or NO (circle)**
  - a. If YES, please circle: ***Halloween Nights* TBTW Masquerade**
  - b. Please provide the dates you were employed and the position(s) you held:
5. Are you willing to wear a theatrical mask for an entire show night (6-8 hours)? **YES or NO (circle)**
6. Are you allergic to any makeup, food or material that might be used in the show? **YES or NO (circle)**
  - a. If yes, please list.
7. What, if any, experience do you have that applies to acting in a haunted attraction/live entertainment?
8. Some areas of the festival have various environmental special FX such as fog, strobe lights, loud sounds, dark areas, etc. Please list if any environmental special FX you are unable to work around:

9. Please circle any of the skills or experience that you have:

**Acting**            **Improv / Stand-up**            **Immersive/Interactive Theater**            **Puppetry**  
**Stage Combat**            **Stilt Walking**            **Juggling**            **Gymnastics**            **Mime**            **Slider**  
**Contortion**            **Used a Chainsaw**            **Parkour**            **Singing**            **Make Crazy Noises**  
**Dancing**    **Cheerleading**    **Drag**    **Instrument/Band**            **MC Experience**            **Story Telling**  
**Circus skills / Entertainment skills, what kind?**

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10. Dance, please specify (Hip Hop, Jazz, Street, Vogue, Ballet, Tap, etc.)

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**Dance School**   **Crew**   **Solo**   **Duo**   **Trio**   **Group**   **Self-Taught**    **(circle all that apply)**

11. Unique physical abilities or attributes that you are comfortable using in the show:

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12. Are you in a band or do you play an instrument? If so, what do you play?

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13. Acting/Performing roles can be physically demanding (e.g., standing for long periods of time, moving quickly, setup and breakdown of the event, etc.) and the nights are long and strenuous. Do you feel confident that you can handle this type of role and why? And if not let us know your limitations so we can find appropriate accommodation.

14. What else do you think we should know about you?

## **Eastern State Penitentiary Historic Site Equal Opportunity Employer Statement**

Eastern State Penitentiary Historic Site Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, gender expression, arrest record or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

ESPHS strongly believes in second chances and, as such, is committed to providing appropriate employment opportunities to those who have been incarcerated. As a condition of employment, all individuals who accept an employment offer must complete a criminal background check. Eastern State will review any criminal record and make appropriate employment decisions in accordance with applicable law and its policies.

### **Call Backs – Hiring Notification Email**

We appreciate your auditioning and/or interviewing for *Halloween Nights*. You will receive an email making you aware if you are being offered a position. Positions are filled on an ongoing basis, so please follow the instructions below. **YOU MUST PROVIDE AN EMAIL ADDRESS IN ORDER TO BE HIRED.**

**If you are hired for a position, you will receive an email from a member of the hiring team. The emails will be sent during our event, so please check your email on a daily basis as our show runs through the second weekend in November and we do hire throughout the season. Please do not email or call the site as we are unable to respond because of the volume of applicants. We will contact you via email if a position opens up during our season.**

## 2023 Employee Commitment Calendar

If you have **full availability for all training and show nights listed below**, check here \_\_\_\_\_

Due to the limited number of positions available, applicants with the most availability will be considered first.

Work start times range from 3:45 pm to 6 pm depending on the position.

Please indicate the earliest time you could arrive to work on a weekday (Mon-Friday): \_\_\_\_\_

Please indicate the earliest time you could arrive to work on a weekend (Sat & Sun): \_\_\_\_\_

Work end times vary, but you should be prepared to stay until 2 am for every show night worked.

Prior to the show run, we have staff come in for select training nights listed in the calendar below. The specific dates will be determined depending on your assigned position. Training is paid and mandatory.

Please be honest regarding your availability for the show on the calendar below. Changes to your availability after you are hired will be counted as unexcused absences and may result in termination.

### 2023 Training Dates

6 pm - 10 pm

S	M	T	W	T	F	S	
2023					Rain or Shine		
					1	2	
3	4	5	6	7	8	9	SEPT.
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	

Please "X" out any dates you are not available.

### 2023 Show Dates

6 pm - 2 am

S	M	T	W	T	F	S	
2023					Rain or Shine		
					22	23	SEPT.
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	OCT.
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	NOV.
5	6	7	8	9	10	11	

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**APPLICANT COPY – PLEASE COMPLETE AND KEEP FOR YOUR RECORDS**

## Costumes & Uniforms

### **Fitting Information**

For costumes/uniforms to fit, please be as honest as possible with your measurements/sizes. If unknown, you may leave it blank:

Height \_\_\_\_\_ Weight \_\_\_\_\_ Pants(waist/length) \_\_\_\_\_ Dress \_\_\_\_\_ Suit/Jacket \_\_\_\_\_

Circle: Right or Left-Handed \_\_\_\_\_ Any special fit concerns: \_\_\_\_\_

Circle T-shirt Size:      S      M      L      XL      2XL      3XL      4XL      5XL

First and Last Name: \_\_\_\_\_

Department (For office use only): \_\_\_\_\_