

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 **education interview**! We will take your photo at the interview, 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 private 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 prison 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.

Interview Protocol

Our hiring team typically interviews multiple people at the same time for a range of positions. **It's important that you have read the specific Education position description on our website before your interview.** You should decide what positions interest you the most and for which roles you are best qualified. Please be ready to discuss your answers.

You will first join a group Customer Service / Operations interview, then you will have a 1-on-1 interview with the Senior Education Manager. During this 1-on-1 interview, you will be asked to present a short story. See the **Educator Engagement Interview Activity** on the next page for more details.

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 6th, 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.

Educator Engagement Interview Activity

Eastern State Penitentiary Educators work hard to develop guided tours with memorable themes, to be clear, concise and audible in delivery, and to come across as warm and approachable. This exercise is an opportunity for you to demonstrate these core educator characteristics.

Prepare a two- to four-minute true story that has a clear beginning, middle, and end. This short talk can be based on a personal experience, historic or current events. Please be sure you are comfortable discussing the topic you choose. Your story does not need to be related to incarceration or Eastern State Penitentiary. Notes are not permitted.

As you prepare, consider:

- What can the audience learn from the story?
 - What makes your story relevant?
 - Think broadly!
 - What should we walk away thinking about?
- How can you involve the audience?
 - Engaging questions?
 - Discussion?
 - Is there something we can do together?

This is a chance to practice using themes and contexts, to be engaging and friendly, and let your personality shine through. Don't worry about accuracy!

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

PLEASE PRINT NEATLY AND IN ALL CAPITALS.

6. As a prison museum, some of what we discuss on tours deals can be intense or upsetting, and our visitors are a mix of people with different lived experiences. Can you give an example of a time that you kept a conversation flowing when the subject got a little uncomfortable or tense?

7. Are you comfortable with learning and memorizing a lot of information? **YES or NO (circle)**

8. Are you comfortable with speaking to large groups? **YES or NO (circle)**

9. Are you allergic to any food or material that might be used in the show? **YES or NO (circle)**

a. If yes, please list.

10. What else should we know about you?

11. Please list your last two places of employment.

Employer	Title	Start Date	End Date	Reason for leaving

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*, but because of the large number of applicants, it is not possible to call back every single applicant. Positions are filled on an ongoing basis. **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. This email could come anytime from now through the end of the show run, as some positions do tend to become available after the season begins. **Please do not call or email us asking if you have been hired.**

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 5:30 pm to 6 pm depending on the day.

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 1 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	
24	25	26	27	28	29	30	SEPT.	
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	OCT.	
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		

ESP COPY – TURN IN WITH YOUR APPLICATION

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APPLICANT COPY – PLEASE COMPLETE AND KEEP FOR YOUR RECORDS

Uniforms

Fitting Information

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

T-shirt size: XSmall Small Medium Large XL XXL XXXL

Jacket Size: XSmall Small Medium Large XL XXL XXXL

Preferred Fit: Ladies Unisex

Any special fit concerns: _____

First and Last Name: _____

Preferred Name (for your nametag): _____

Pronouns: _____

Department (For office use only): _____