



2021 Halloween Fundraiser Costumer Application

Thank you for your interest in working at Eastern State Penitentiary's annual Halloween event! Please read and fill out this application carefully and bring it with you to your **costumer 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 Halloween fundraiser. 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 and interpret 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.

Today, the penitentiary is one of Philadelphia's most popular regional attractions, attracting more than 350,000 visitors annually for daytime prison tours, *Night Tours* and special events, including the Halloween fundraiser.

Halloween Fundraiser

This year we are celebrating the 30th anniversary of our Halloween fundraiser. Our 2021 season event will include a variety of Halloween themed attractions and experiences with the goal of providing safe, fun, high quality entertainment to raise 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.

2021 COSTUMER APPLICATION

*** PLEASE PRINT NEATLY, CLEARLY, AND IN ALL CAPS ***

Name: _____

Pronouns (optional): _____

Email (REQUIRED): _____

Phone: _____

1. As of today, are you 18 years old or older? **Yes or No (circle)**
2. Have you also applied for an Acting or Customer Service role? **Yes or No (circle)**
3. Have you previously attended our Halloween Event/ Masquerade as a visitor? **Yes or No (circle)**
 - a. If yes, please circle which one: **Halloween Event** **Masquerade**
4. Have you previously worked at Eastern State? **Yes or No (circle)** If yes, what position and when:

5. Why do you want to be on the Costume Team?

6. What skills/tools do you have experience with? **(Please circle all that apply)**

Sewing Machine

Mold-Making

Hand Sewing

Painting

Sculpture

Prop Fabrication

Metalsmithing

Costume Repairs

Power Tools

Millinery

Costume Design

Leatherworking

Reading a Pattern

Other: _____

7. What costume experience do you have? **(Please circle all that apply)**

- | | | |
|---------------------|------------------|--------------------|
| Theater | Opera | Television |
| Film | Print | Websites/Internet |
| Music Videos | Commercials | Industrials |
| Fashion Shows | Cosplay | Renaissance Faires |
| Haunted Attractions | Halloween Events | Larping |
| Other: _____ | Other: _____ | None |

8. What is your favorite type of fabricating and why (i.e. sewing/sculping/prop work)?

9. Unisex T-Shirt Size **(circle)**:

S M L XL 2XL 3XL 4XL

10. Women's T-Shirt Size **(circle)**:

S M L XL 2XL 3XL 4XL

11. Please tell us anything else 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.

2021 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.

Crew shift runs from 2:30 pm to 1:00 am on weekdays; 2:00 pm to 2:00 am on Saturdays and Sundays.
Event runs rain or shine.

Costumer shifts typically last about 5.5 hours, with two shifts a night. If working the late shift, you are required to work through to the end of the show night.

Prior to the show run, we have staff come in for select training nights listed on the calendar below. Training is paid and mandatory. Dress rehearsal is Thursday, September 23, 2021.

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.

2021 Training Dates 6 pm – 10 pm

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

S	M	T	W	T	F	S	SEPT.
2021		Rain or Shine					
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23			

2021 Show Nights 6 pm – 2 am

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

S	M	T	W	T	F	S	SEPT.
2021		Rain or Shine					
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	OCT.
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	5	6	NOV.
7	8	9	10	11	12	13	

ESP COPY – TURN IN WITH YOUR APPLICATION

2021 Employee Commitment Calendar

APPLICANT COPY – PLEASE COMPLETE AND KEEP FOR YOUR RECORDS

Work start times range from 3:45pm 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 2am for every show night worked.

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

2021 Training Dates 6 pm – 10 pm

Please “X” out
any dates you
are not available.

S	M	T	W	T	F	S	
2021							SEPT.
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7	8	9	10	11	12	13	

Call Backs – Hiring Notification Email

We appreciate your auditioning and/or interviewing for our annual Halloween event, 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.**