



**Northampton
County
Historical &
Genealogical
Society**

610-253-1222
342 Northampton Street
Easton, PA 18042

sigalmuseum.org
nchgspa.org

Eerie Easton Walking Tour Guide – Position Description

Location: Easton, Pennsylvania

Position Title: Eerie Easton Walking Tour Guide

Company Name: Northampton County Historical & Genealogical Society (NCHGS)

Job Function: Guiding NCHGS's Eerie Easton Walking Tour through the Easton Historic District

Job Type: Contract

Required Travel: None

Compensation: \$25.00/tour

Hours: up to 5 hours/week

Nights/weekends required? Yes

Reports to: Community Engagement Coordinator

Applications accepted until: Ongoing

SUMMARY

Reporting to the Community Engagement Coordinator, guides will lead NCHGS's popular Eerie Easton Walking Tours throughout the Easton Historic District during the fall season. Guides will be responsible for leading up to 25 people per tour and must possess exceptional written and verbal communication skills.

All scripts and supplementary materials will be provided at training. It is the guides' responsibility to familiarize themselves with all relevant materials, stick to the script provided, and be able to field questions from attendees. NCHGS's Eerie Easton Walking Tour explores tales of murder, mischief, and misadventure throughout the Easton Historic District. It is crucial that guides understand and maintain NCHGS's position that these tours are historical in nature. They relate confirmed facts and are explicitly clear that any speculation is just that - speculation.

This is not a "ghost tour" or Halloween-themed program. Eerie Easton Walking Tours are based on historical evidence and are supplemented with photographs, documents, interviews, and other primary and secondary sources from the NCHGS Archives. Guides who digress from the historical nature of the material will be reviewed and given a verbal warning. If the problem persists, the guide will receive a written warning, followed by termination.

ABOUT NCHGS

Established in 1906, NCHGS is Northampton County, Pennsylvania's leading institution of local history and is home to significant collections of pre-European settlement artifacts, decorative arts, textiles, farming implements, colonial furniture, and the award-winning *Destination: Northampton County* exhibition which celebrates

immigration, diversity, and community-building. The Sigal Museum opened in the summer of 2010, offering guests interactive exhibits, self-guided and docent-led tours, special children's programs, and lecture series on local and American history. It is one of four museums and historic sites operated by the Northampton County Historical & Genealogical Society in historic downtown Easton. The Sigal Museum is also home to the Jane S. Moyer Library, which provides a wealth of resources for students, scholars, and genealogical researchers.

The Charles Chrin Gallery at Sigal Museum serves as a showcase for rotating special exhibitions highlighting collections of the Northampton County Historical & Genealogical Society and its partners. The Sigal Museum Discovery Room of hands-on, interactive history hosts school groups and family activities, as well as the Cops 'n' Kids Reading Room literacy program.

NCHGS collaborates actively with local cultural and community organizations to enrich its exhibitions, programs, and events, and to enhance the quality of life in the Lehigh Valley. Groups include the NAACP, churches, temples, synagogues, LGBTQIA+ community centers, institutions of higher learning, and many more. NCHGS is also the leader of the Lehigh Valley Passport to History group, a partnership of over 40 museums, historical societies, and cultural organizations who have banded together to share resources.

OUR MISSION

We share the stories of Northampton County's past to encourage personal reflection, community dialogue, and an understanding of history's impact on our lives.

OUR VISION

Through exploring local history, we will foster a more respectful, caring, and inclusive community.

POSITION RESPONSIBILITIES

- Works closely with the Community Engagement Coordinator in presenting educational materials that support the mission and vision of NCHGS
- Lead groups of up to 25 people through the Easton Historic District, safely crossing groups through major intersections at night
- Effectively follows instructional and provided materials – "sticking to the script"
- Maintains NCHGS's position that the Eerie Easton Walking Tours are based in historical research and not paranormal speculation
- Familiarity with basic knowledge of the Easton Historic District, including, but not limited to, the location of parking garages, the Sigal Museum, Center Square, and the Free Bridge
- Support the mission and vision of NCHGS as a collaborative team player and successfully represent NCHGS in your position
- Respect the diversity, equality, and dignity of all persons.
- Training provided

QUALIFICATIONS

- Exceptional written and verbal communication skills

- Ability to “read” a crowd and field questions, comments, and concerns in a respectful and helpful manner
- Excellent time management skills
- General knowledge of American, Pennsylvanian, and/or local history
- Background as a tour guide, educator, or with a relevant educational degree preferred, but not required
- Interest and commitment to making history fun, educational, and accessible
- Historical clothing is a fun bonus! Outfits must be approved by the Community Engagement Coordinator before tours begin for the season.

CLEARANCES

Tour guides must submit all standard clearances, including:

- Pennsylvania Department of Human Services Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Bureau of Investigation (FBI) Criminal History Background Check
 - NOTE: You will only need to submit FBI clearances if you have not lived in Pennsylvania for more than ten years

TO APPLY

Please submit resume to Sarah White, Community Engagement Coordinator, at sarah@northamptonctymuseum.org with the subject line “Application for Eerie Easton Walking Tour Guide.”

No phone calls, please.