

List of Duties to Cover for Winsor Castle By Night

The following is a basic description of duties that need to be covered for Winsor Castle By Night. More detailed descriptions of each duty are available, as well as an opportunity for orientation/training the week prior to the event. Winsor Castle By Night will be Tuesday December 3, 2013.

Guiding – Every 15 minutes, or more often if needed, a guide will gather up whoever is waiting at the Visitor Center (up to 15 people) and provide an introduction to the evening. They will then lead the group from the Visitor Center to Winsor Castle, stopping a couple of times along the way to discuss logistics, safety, and point out the campfire and cider at the chuckwagon.

Visitor Center front desk – In addition to someone collecting entrance fees, there will be an additional person at the front desk in the Visitor Center to help orient visitors (where to go when, sign the guest book, location of bathrooms, etc). This will help keep the line at the desk flowing. This is a good duty if you have difficulty being out in cold temperatures.

Courtyard Greeters/Deck guards – There will be a greeter in the courtyard of Winsor Castle to welcome each group the Guide delivers, provide orientation to the Castle and direct traffic. These people should pay close attention to the south deck and encourage people to move along if it gets crowded.

Room greeters – There will be personnel in 4 rooms of the Castle – the parlor, kitchen, meeting room, south middle room (where the organ is located) welcoming visitors, talking about the holidays, answering questions, and keeping traffic flowing.

Musicians – An organist to play the pump organ in the fort, others (violin, guitar, harmonica) to play while roving and/or around the campfire.

Roving & Escorting – There will be extra personnel roving through the fort and on the grounds to give breaks, answer questions, and keep traffic flowing. They will also be available to escort people back to the Visitor Center if requested.

Campfire & Cider – There will be personnel at the campfire, keeping the fire stoked and pouring hot spiced cider.

Victorian Holiday Decorations Table – We set up a table in the lobby or museum and have a variety of decoration parts and pieces for visitors to put together. This is a fun activity while they are waiting to go to the fort, warming up, waiting for others in their group to arrive. One person at a time is needed to watch, keep the area relatively clean/organized, and help. This is another good duty if you have difficulty being out in cold temperatures.

Costuming will be available (but is not required) and can be picked up in advance 1 week prior to the event. Make sure to wear plenty of layers and comfortable, dark shoes.