

# Special Events Coordinator

## Part-time Position



Rivers of Steel Heritage Corporation, managers of the Rivers of Steel National Heritage Area, is looking to hire an Special Events Coordinator for our various attractions, primarily at the historic Pump House at the Waterfront; Bost Building National Historic Landmark in Homestead; and Carrie Blast Furnaces National Historic Landmark in Swissvale.

## POSITION DESCRIPTION

The principal responsibility of the Special Events Coordinator will be to serve as the primary point of contact during facility rentals and special events. The position reports to the Director of Administration and involves working with program staff.

## RESPONSIBILITIES

- Provide excellent customer service by working with clients and guests in a pleasant and professional manner.
- Open and secure buildings, restrooms, and parking lots.
- General upkeep of buildings and grounds, including cleanliness of sidewalks, parking lot, trash receptacles, and restrooms.
- Oversee, and aid in, the preparation and execution of facility rentals and special events, including deliveries, set up, and tear down.
- Act as building manager, overseeing safety and security of guests, and the preservation of the facilities.
- Troubleshoot problems (power, lighting, restrooms) and notify appropriate Rivers of Steel staff.
- Ensure all trash is placed in the dumpster and the site is cleared at the conclusion of events.
- Other duties as required or assigned.

## REQUIREMENTS

- Must be available to work evenings, weekends, and holidays.
- Possess strong attention to detail.
- Ability to remain calm under pressure.
- Ability to identify and recommend solutions to problems.
- Ability to assess needs and prioritize tasks.
- Ability to develop working relationships with coworkers, caterers, bartenders, vendors, and others.
- Ability to perform occasional routine custodial duties, such as cleaning restrooms and stocking supplies, sweeping floors, and help with preparation and clean-up of events.
- Must be able to lift and carry up to 50 pounds.
- Must be able to work in varying weather conditions, indoors, and outdoors.
- Must pass Pennsylvania Criminal Record, Child Abuse, and FBI fingerprinting checks.
- As an ambassador of Rivers of Steel, applicants are expected to enjoy working with the public and maintain a general knowledge of the organization's sites and programming.

**RIVERS  
OF STEEL**

623 East Eighth Avenue  
Homestead, Pennsylvania 15120

412.464.4020 [riversofsteel.com](http://riversofsteel.com)

## **QUALIFICATIONS**

- Decision making skills, good judgement, calm and thoughtful approaches to issues and quick response skills are essential, in addition to professionalism, customer service and conflict resolution skills.
- Previous experience in event management is preferred.
- CPR and First Aid certification will be provided.

This is a part time. Up to 30 hours per week.

## **PHYSICAL DEMANDS AND WORK SCHEDULE**

- Candidate must possess a valid Pennsylvania driver's license, and have a reliable vehicle available for work use.
- Must clear all applicable Commonwealth of Pennsylvania background checks including Pennsylvania State Police, Pennsylvania Child Abuse History, and FBI finger printing.
- Ability to undertake some physical activity and work including light lifting.
- Availability to work weekdays and occasional evenings / weekends and holidays.

## **APPLICATION INSTRUCTIONS**

Required application materials include, 1) a letter of application specifically addressing the job requirements and outlines qualifications; 2) a current resume; and, 3) a list of three professional references. All required application materials must be sent electronically to:

[employment@riversofsteel.com](mailto:employment@riversofsteel.com)

Applications will be accepted until the position is filled; however, applications received on or before July 15, 2021, will receive priority consideration. Only applicants most closely qualified for the position will be contacted for an interview.

Rivers of Steel is an equal opportunity employer and does not discriminate in hiring, transferring, promoting, terminating, paying, training, benefits or any other actions affecting employees. Rivers of Steel does not make any personnel decisions based on an employee's race, color, sex, age, national origin, religion, ancestry, marital status, veteran's status, non-job related disability or handicap, or other prohibited criteria as these terms are used under applicable law. Rivers of Steel abides by applicable federal, state, and local laws that govern human rights in the employment process.

