



EVENT COORDINATOR—Explorer Riverboat

Part-Time, Seasonal Position

Rivers of Steel Heritage Corporation, managers of the Rivers of Steel National Heritage Area, is looking to hire an event coordinator for the *Explorer* riverboat, which docks on Pittsburgh's North Shore.

POSITION DESCRIPTION

The event coordinator will oversee all day-of activities related to private and corporate charters, along with special events, to ensure that event run smoothly. Position reports to the manager of tourism.

This is a part-time, seasonal position. The rate is \$20 per hour with accruable paid sick leave. No additional benefits are included with this position.

RESPONSIBILITIES

- Provide excellent customer service by being the point-of-contact for clients and vendors, and by assisting guests in a pleasant and professional manner.
- Liaise with caterers, bartenders, and other vendors to execute the clients predetermined run-of-show.
- Work alongside crew / deckhands / clients to set-up and breakdown the spaces, and provide assistance to clients and vendors when using the elevator.
- General observation and facilitation during the event, with an eye towards cleanliness and safety.
- Support the crew for safety and security of guests and protection of the facilities.
- Other tasks as required or assigned.

REQUIREMENTS

- Must be available to work evenings, weekends, and holidays.
- Must possess strong problem-solving skills and remain calm under pressure.
- Ability to assess needs and prioritize tasks.
- Ability to develop working relationships with coworkers, caterers, bartenders, vendors, and others.
- Ability to perform routine custodial duties such as stocking supplies, wiping down counters, and assisting with event preparation and clean up.
- Must be able to stand for extended periods of time, and must be able to lift and carry up to 20 pounds.
- Must be able to work in varying weather conditions, indoors and outdoors.
- As an ambassador of Rivers of Steel, you are expected to enjoy working with the public and maintain a general knowledge of the organization's sites and programming.

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.

**RIVERS
OF STEEL**

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- Previous experience in event management is preferred.
- Event Coordinators must have or be able to obtain Pennsylvania Act 33/34 and FBI Clearances. Event Coordinators for *Explorer* are also to be subject to a pre-employment drug screen and inclusion in a subsequent random drug screen pool.
- All employees are required to be fully vaccinated for COVID-19 or submit to a weekly COVID test.

ABOUT RIVERS OF STEEL

Founded on the principles of heritage development, community partnership, and a reverence for the region's natural and shared resources, Rivers of Steel strengthens the economic and cultural fabric of western Pennsylvania by fostering dynamic initiatives and transformative experiences.

Rivers of Steel showcases the artistry and innovation of our region's industrial and cultural heritage through its historical and 21st-century attractions—offering unique experiences via tours, workshops, exhibitions, festivals, and more. Behind the scenes, Rivers of Steel supports economic revitalization, working at the grassroots level to deepen community partnerships, promote heritage tourism, and preserve local recreational and cultural resources for future generations.

APPLICATION INSTRUCTIONS

Please provide a detailed resume and cover letter delineating your relevant experience to tours@riversofsteel.com. This job description will remain open until filled.

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 other actions affecting employees. Rivers of Steel does not make any personnel decisions based on race, color, sex, age, national origin, religion, ancestry, marital status, veteran's status, non-job related disability or handicap, or other prohibited criteria.

