



EVENT COORDINATOR—Historic Sites

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 our various attractions, including the historic Pump House at the Waterfront, and Carrie Blast Furnaces National Historic Landmark in Swissvale.

POSITION DESCRIPTION

The event coordinator will oversee all day-of activities related to facility rentals and special events to ensure that events run smoothly. Position reports to the director of administration.

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 working with clients and guests in a pleasant and professional manner
- As a “key holder,” open and close buildings, restrooms, and parking lots
- Liaise with caterers, bartenders, and other vendors
- General upkeep of buildings and grounds including cleanliness of sidewalks, parking lot, trash receptacles, and restrooms
- Oversee the safety and security of guests and preservation 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 occasional routine custodial duties such as cleaning restrooms and stocking supplies, sweeping floors, 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 clear all applicable Commonwealth of Pennsylvania background checks, including Pennsylvania Child Abuse History (Act 33), Pennsylvania State Police (Act 34), and FBI fingerprinting (Act 114)
- 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 employment@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.

