

Rivers of Steel Site Manager
Part-time, Seasonal

Rivers of Steel Heritage Corporation, managers of the Rivers of Steel National Heritage Area, is looking to hire a Site Manager for our various attractions, including the Carrie Blast Furnaces National Historic Landmark in Swissvale, the historic Pump House in Munhall, and the Bost Building National Historic Landmark in Homestead.

Position Description

The primary responsibility of the Site Manager will be to serve as the primary point of contact during tours, workshops and special events at the Carrie Blast Furnaces National Historic Landmarks. Position may also support tours, workshops and special events at the Bost Building National Historic Landmark and the historic Pump House. Position reports to the Director of Historic Resources and Facilities.

Responsibilities

- Provide oversight and site security during tours, events, lectures, and workshops at the Carrie Furnaces National Historic Landmark site, the Bost Building National Historic Landmark and the Pump House.
- Supervise docents and guides for the Rivers of Steel tour program at Carrie Furnaces, the Bost Building, and the Pump House – includes, but is not limited to, the following: making sure guides are present for assigned tour; keeping tours on schedule (start and end); assigning tour routes when necessary.
- Sell tour tickets to walk up visitors as needed or available.
- Set up and staff the Rivers of Steel Gift Shop during public and private tours at the Carrie Furnaces site.
- Provide historical and logistical information to the public about the Carrie Furnaces NHL site, the Bost Building, and the Pump House during tours, events, etc.
- Monitor and secure sites during tours to insure that visitors stay with their groups and stay within designated tour areas, especially at the Carrie Furnaces site. Ensure that all tour visitors safely depart the site at the end of the tour times/day.
- Educate visitors to the Carrie Furnaces of the safety rules of the site and warn of dangers, and remind visitors that they are not to remove any items or artifacts from the site and that they are subject to ejection from the site if any of the safety or artifact rules are violated.
- Provide access to Carrie Furnaces NHL site, the Bost Building, and the Pump House during tours, events, lectures, and workshops. This includes unlocking and locking of all exterior and interior gates, buildings, turning on and off lights, etc.
- Provide tours of the Carrie Furnaces NHL site, the Bost Building, and the Pump House as needed.
- Work collaboratively with staff from other Rivers of Steel departments as appropriate.
- All other tasks as required or assigned.

Requirements

- Must be available to work evenings, weekends and holidays.
- Ability to remain calm under pressure.

- 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, 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.
- History Degree or previous experience preferred.
- CPR and First Aid certification will be provided.

This is a part time, seasonal position. Rate is \$15 per hour without benefits.

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.

Submission

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