



JOB TITLE: Programme Producer

To support the development and delivery of a new arts programme for Sun Pier House, called 300 Steps to the River.

Hours	18 hours per week
Wage	£12.50 per hour
Location	Sun Pier House, Medway Street, Chatham, Kent, ME4 4HF
Contract Type	26 weeks / 6 months fixed-term contract (April to September 2025)
Working Hours	Hours will be spread over weekdays and weekends, with monthly rota's created based on the activity programme and event dates
Application Deadline	5pm on Friday 14 th March 2025
Interview Date	Week commencing 24 th March 2025

Who We Are:

Sun Pier House CIC is a not-for-profit organisation based in Medway. We've been supporting artists and creative industries since 2013, celebrating Medway's unique creative culture. Our venue is home to 30 resident artists, a large exhibition gallery, events space, hire rooms, café, and workshop spaces — all with stunning views of the River Medway.

We deliver a diverse programme of exhibitions, workshops, and events, and we're passionate about creating opportunities for everyone to enjoy and participate in art and culture.

What's the Role?

This new role is all about helping us deliver *300 Steps to the River*, an exciting project funded by [Creative Estuary](#).

Working alongside our small team and our sister organisation, [Tiller & Wheel](#), you'll assist with the planning and delivery of 300 activities for the public, over six months, between May and September 2025.

Some activities are already in design, but we'll need your creative ideas to come up with new activities. Don't worry — you'll have lots of support and guidance from our team to deliver them.

This is a fantastic opportunity to gain hands-on experience in the creative industries while making a real difference in the local community. You'll learn practical skills, make new connections, benefit from event management mentoring, and develop your confidence.

What Will You Do?

Here are some of the things you'll be doing:

- Based in Chatham, you will be helping to plan and run, various fun and creative activities that bring people together and celebrate the River Medway.
- Activities will take place between May and September, with the finale event taking place at Sun Pier on Sat 20th September, called the Festival of Chatham Reach.
- Making sure everyone feels welcome at our events and creating a friendly, inclusive atmosphere.
- Working with artists and community groups to organise public events.
- Promoting activities online and creating exciting social media content (we'll show you how if you're new to this!)
- Keeping track of attendance and gathering feedback from participants
- Supporting the set-up and delivery of the Festival of Chatham Reach, on the 20th September 2025
- Helping with tasks like creating posters and signs, setting up events, greeting visitors, etc.

Role Requirements

You don't need to have loads of experience or qualifications - we're looking for someone who is:

- Friendly, approachable, and happy to talk to people,
- Interested in art, creativity, or working in the community,
- Willing to learn new things and try new challenges,
- Good at listening and following instructions.
- Enjoys planning and event creation,
- Organised and able to manage their time.
- Happy to get stuck in, with a mixture of physical 'hands on' jobs and computer-based tasks,
- Bonus points if you enjoy photography, making videos, or posting on social media, but it's not essential!
- Able to commute to Sun Pier House in Chatham for work,
- Must be available to work for the duration of the 6-month contract,
- Must be available to work on Saturday 20th September 2025 at the programme finale.

Who Can Apply?

This role is open to young people, aged 18 – 25 years old.

Why Join Us?

This is a chance to:

- Be part of a friendly, supportive team.
- Learn hands-on skills you can use in lots of different jobs.
- Work on a unique project that makes a difference in your community.
- Get advice and guidance on starting a career in the creative industries.

How to Apply:

To apply, please get send us:

1. **A CV or an overview of your previous experience**, no more than 2 sides of A4 (this could include school projects, volunteering, or hobbies).
2. **A cover letter or video message**, with a few sentences about why you'd like this role and what excites you about it. Why should we choose you for this job?
3. **One event or creative activity proposal** that you would suggest putting on as part of *300 Steps to the River* – along the theme of Chatham's history and/or the River Medway.
For example, one side of A4 with images, a description, who's it for, where would it happen, what time and dates could it be on, etc.
Show us you can create an event idea that's interesting for people to come along to and fits the programme brief.

Send your application to us by Friday 14th March. If you have any questions or need help applying, feel free to get in touch — we'd love to hear from you!

We're Excited to Meet You!

If you are selected for an interview, we will arrange a time and date with you to during the week beginning 24th March.

Held at Sun Pier House in Chatham, and conducted by Heather Burgess, Director and Hannah Stevenson, Assistant Manager, we will try to make you feel comfortable and at ease.

If this sounds like your kind of thing, we can't wait to hear from you!

**SUN
PIER** **HOUSE**

Sun Pier House CIC

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