



*Adventures in the Skin Trade*

by Dylan Thomas, adapted for the stage by Lucy Gough with Theatr Iolo

## Cyfarwyddwr Artistig / Prif Weithredwr

Pecyn Cais - Mawrth 2018

Artistic Director / Chief  
Executive

Application Pack - March 2018



*Out of the Blue*

A co-production with Sarah Argent. Directed by Sarah Argent.  
An enchanting, intimate performance for babies/toddlers  
aged 6 - 18 months (and their grown-ups)



*Pen-blwydd Poenus Pete*

A sparkling and biting comedy with an outrageous look at family life by the  
acclaimed playwright Gary Owen





Hello and thank you for your interest in Theatr Iolo!

Theatr Iolo is an award-winning theatre company which has been at the forefront of theatre for children and young people for thirty years. Children and parents, pupils and teachers, babies and teenagers have enjoyed performances, workshops and productions from the company, performed in all kinds of spaces across Wales, the UK and internationally.

Our purpose is to share stories that last a lifetime, to create quality experiences that are stimulating, surprising and special for children of all ages.

We are passionate about nurturing the imagination and creativity of children, to help them make sense of the world around them, to understand it and to find their place in it.

After 27 wonderful years as Artistic Director, Kevin Lewis is stepping down at the end of March 2018, which marks the end of an era for the company, one that has led Theatr Iolo to a place of strength in output and reputation. Looking ahead, the company will continue to flourish by placing young people at the heart of our company, collaborating with children, teachers, artists, venues and creative partners to present relevant and meaningful work.

As we embark on the next exciting chapter of our own story, we are looking for a new Artistic Director/Chief Executive and a General Manager to lead the company. Ideally at least one of these roles will be able to communicate proficiently in the Welsh language. If you share our passion for theatre, for nurturing imaginations and creating stories that will last a lifetime, we want to hear from you! This is a fantastic opportunity to lead the team and build on our history, shaping the company for the future.

The **Artistic Director / Chief Executive** will be either an experienced director or artistic producer. They will be an inspiring and visionary leader, who will define and deliver artistic objectives that support Theatr Iolo's purpose. They will be responsible for ensuring that the company achieves its artistic, audience and financial objectives.

If you'd like to apply for the post of **Artistic Director / Chief Executive**, please download the equal opportunities monitoring form from our website [www.theatriolo.com](http://www.theatriolo.com) and send it to us, along with your CV and a letter of application. We're looking forward to hearing why you're interested in this post, and what skills and experience you would bring to the company, referring to the job description and person specification.

Your application should be submitted to Sue Wardle, Interim Director, by email to [sue@theatriolo.com](mailto:sue@theatriolo.com)

Or by post to Sue c/o Chapter Arts Centre, Market House, Market Road, Cardiff, CF5 1QE.

If you have any questions or would like to discuss your application please contact Sue by email to arrange a convenient time.

The closing date for applications is noon on **Friday 20<sup>th</sup> April 2018** and initial interviews will be held between **2<sup>nd</sup> and 4<sup>th</sup> May 2018** in Cardiff. We will confirm receipt of your application by email.

We look forward to hearing from you

Sue Wardle  
Interim Director



## More about us

Theatr Iolo operates from Market House in Chapter Arts Centre in Canton, Cardiff. In addition to this vacancy and the General Manager, the team comprises a part time Administrator, a Producer (Platform), and a Marketing Officer, as well as a family of associate artists.

We are a not for profit, private company limited by guarantee and a registered charity. The company is revenue funded by Arts Council of Wales.

The past year has seen Theatr Iolo present:

- a co-production with Battersea Arts Centre, *Dark Corners* by Polarbear, with schools and public performances at BAC and then at venues around Wales;
- *Baby Show*, a Unicorn production in association with Theatr Iolo, with regular performances for babies at the Unicorn Theatre;
- a successful exchange visit to Kolkata, India including performances of *Out of the Blue*, a Sarah Argent and Theatr Iolo production for babies;
- Award-nominated *Twenty16*, a co-production with The Welfare in Ystrdgywnlais, for teenagers;
- continued work on the second year of our three-year pilot artist development programme, *Platform*.

Coming up, we are excited to be developing plans to perform at the National Eisteddfod in Cardiff in August 2018, and we'll be touring work in English and in Welsh, as well as supporting artists to develop their own work for families and children. We'll also be developing new plays for teenagers, plus celebrating our 30<sup>th</sup> birthday. This milestone provides the chance to celebrate our achievements of the past 30 years, an opportunity to share the story of Theatr Iolo and its role in defining children's theatre in Wales, and the perfect occasion to highlight the important role the company plays in sharing stories with young audiences.

To support all of this we will refresh our website and digital communications, develop and implement a new creative learning strategy, and engage with our audiences in innovative ways.



*Get Creative 2017*





## Artistic Director / Chief Executive

Reports to:	Chair of Trustees
Hours:	As required for the fulfilment of the role
Salary:	Circa £37,000 depending on experience
Term	The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period
Holidays:	28 working days per year plus statutory holidays. After two years' service the entitlement will be increased by one extra day of paid leave each year, up to a maximum of 35 working days leave
Period of Notice:	3 months

## Main purpose of role

The Artistic Director reports directly to the board of trustees and is Chief Executive of Theatr Iolo. Supported by the General Manager, the Artistic Director is responsible for the overall strategy and vision of the company, taking particular responsibility for the artistic vision and performance.

## Responsibilities of all staff members

The Theatr Iolo team all have an enthusiasm for the arts and theatre in particular, and members of the team are active participants in the theatre and artistic community in Wales. Each member of the team is genuinely excited about working for a company that places young people at its heart. We are a small company, and every member of it is an ambassador for the organisation and should act as an enthusiastic advocate for Theatr Iolo's work and its vision. We expect everyone to respect and uphold our hard-earned reputation.

All colleagues will be extremely competent in their day to day management of administration and have developed good organisational skills. We encourage staff to work imaginatively and flexibly to tackle the challenges that they'll face.

We will all encourage and support our colleagues and engage with all aspects of Theatr Iolo's work.

## Key responsibilities of the role

This role requires strong communication skills, and the post holder will be a proven leader who supports the development of colleagues and encourages all voices to be heard.

## Strategy

- to develop, articulate and deliver an artistic vision for the company in line with its vision and guiding statements;
- to shape the growth and sustainability of the company;
- to construct an artistic plan for the company;
- to develop and implement the Creative Learning Strategy, leading the engagement in education through workshops, projects and productions;
- to plan, implement and evaluate the company's programme of activity;
- to contribute to the company's business plan;
- to work in conjunction with the General Manager to develop and monitor the company's strategic plans;
- to monitor and respond to key trends and developments within the arts;
- to foster and strengthen creative collaborations and partnerships;
- to direct work and commission work from other directors and creative freelancers;
- to work with education partners to strategically embed the arts into the local, regional and national education offer
- to expand the audiences for the company's work;
- to contribute to the Communications and Audience Development strategies;
- to oversee the implementation of all of the company's policies.

## Producing

- to assist in creating production budgets;
- to oversee the company's touring activities, in conjunction with the Administrator and Producers;
- to develop relationships with co-producing partners, venues and industry bodies;
- to initiate activities which develop emerging artists and companies;
- to oversee the evaluation of the company's activities;
- to undertake research and development activity.

## Administration and Management

- to line manage freelance creative staff;
- to manage and develop line reports, and supervise other core, freelance and short-term staff as required;
- to participate in the recruitment and appraisal processes for all core staff;
- to contribute to the company's fundraising activities through the articulation of a compelling vision;
- to attend and report at meetings of the Board of Trustees and its working groups.

## Governance and Finance

- to oversee effective financial management of the company in conjunction with the General Manager;
- to oversee the overall financial strategy of the company;
- to ensure that the company meets its statutory and legal obligations at all times.

## General

- to develop and support relationships with all major stakeholders, funders and the Government, in conjunction with the General Manager;
- to represent the company at meetings, seminars, conferences and public events;
- to undertake any other duties as may be reasonably required by the Board of Trustees.

## Person specification

Knowledge	Essential	Desirable
A sound knowledge of theatre and the theatrical landscape across the UK	✓	
A sound knowledge of theatre for young audience and its practice	✓	
An understanding of the characteristics of good governance and ability to work well with the Board	✓	
An understanding of the Education landscape in Wales		✓

Experience	Essential	Desirable
Significant experience in directing and producing theatrical productions and in development of new work	✓	
Proven experience and ability to attract and collaborate with artists of the highest calibre	✓	
Experience of managing Creative Learning projects and programmes and of the Arts Education sector	✓	
Experience of financial management and budgetary control	✓	
Experience of marketing and audience development		✓
Experience in developing and implementing effective business plans		✓
Experience of staff management, the ability to delegate, manage people, resolve conflict and manage performance	✓	

Attributes	Essential	Desirable
Highly articulate, excellent written and oral communication skills	✓	
Highly-motivated, proactive in developing own ideas	✓	
The ability to influence, build strong relationships and plan collaboratively with a diverse range of stakeholder groups, internally and externally	✓	
The ability to inspire and motivate others	✓	
Excellent time management and organisational skills	✓	
A commitment to equal opportunities	✓	
A willingness to travel and work unsocial hours, as the need arises	✓	
Commitment to ensuring an imaginative approach is taken to valuing and developing Welsh culture and identity in all aspects of Theatr Iolo's activities	✓	
The ability to converse and write in Welsh.		✓