



Adventures in the Skin Trade
by Dylan Thomas, adapted for the stage by Lucy Gough with Theatr Iolo

Rheolwr Cyffredinol Pecyn Cais - Mawrth 2018

General Manager Application Pack - March 2018



Pen-blwydd Poenus Pete
A sparkling and biting comedy with an outrageous look at family life by the acclaimed playwright Gary Owen



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)





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 for a lifetime, we want to hear from you! This is a fantastic opportunity to lead the team and build on our incredible history, shaping the company for the future.

The role profile for the **General Manager** is below. The successful candidate will ensure that the company is set up to operate efficiently and sustainably and will enable the successful delivery of the artistic plans. We welcome applications from those who may want to work flexibly, as well as those with experience from outside the arts.

If you'd like to apply for the post of **General Manager**, please download the equal opportunities monitoring form from our website 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

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 20th April 2018** and initial interviews will be held between **2nd and 4th 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 Artistic Director, 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 30th 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.



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General Manager

Reports to:	Artistic Director / CEO
Hours:	As required for the fulfilment of the role
Salary:	circa £32,000 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 General Manager reports to the Artistic Director. Working closely with the Artistic Director, the General Manager is part of the senior leadership of the company and is responsible for the development and implementation of the business plan and strategies, developing stakeholder relationships and day-to-day management of the company.

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 play a role in shaping the growth and sustainability of Theatr Iolo
- to plan and manage the creation and implementation of the company's business plan;
- to work in conjunction with the Artistic Director to develop and monitor the company's strategic plans;
- to contribute to the artistic planning of the company;
- to monitor and respond to key trends and developments within the arts;
- to create the Audience Development, Communication and income generation strategies.

Producing

- to support the creation of and monitor production budgets in consultation with the Artistic Director;
- to negotiate the terms of co-productions and collaborative projects;
- to contract artists and have an understanding of ITC contracts for writers, actors and directors
- to lead on the commercial strategy for selling tours;
- to oversee bookings for the company's touring activities;
- to develop relationships with co-producing partners, venues and industry bodies;
- to undertake research and development activity;
- to exploit the commercial prospects of the company's activities.

Governance and Finance

- to act as Financial Controller for the company and maintain and strengthen its financial position;
- to work with the book-keeper to ensure Quickbooks is kept up to date and is working efficiently.
- to develop the overall financial strategy of the company, identifying and exploiting additional revenue streams;
- to oversee and monitor all budgets and management accounts;
- to make all necessary returns to HMRC, Companies House, the Charity Commission and funders, including Arts Council of Wales;
- to administer the payroll and payments to all creditors;
- to act as company Secretary, preparing board papers and arranging meetings of the board and its sub-committees;
- to ensure that the company meets its statutory and legal obligations at all times.

Administration and Management

- to ensure that all day to day administrative and office management functions are undertaken so that the office is an efficient and comfortable environment;
- manage relationships with the company's service providers;
- manage and develop line reports, and supervise other core, freelance and short-term staff as required;
- to engage and work with freelance fundraisers and marketing support as needed;
- to arrange for appropriate training schemes, inductions and appraisals for staff;
- to ensure contracts are in place and up to date for all staff and partners
- to maintain the company handbook and ensure the company's policies are kept up to date and comply with current legislation and best practice;



- to ensure the company complies with all statutory obligations regarding employment, remuneration, insurance and company law;

Fundraising and project management

- to develop the overall fundraising strategy for the company;
- to prepare funding submissions and pitches;
- to managing relationships with funding partners;
- to oversee all elements of the Capital Project on behalf of the company;
- to issue and manage commissioned, co-commissioned and co-production contracts in liaison with the Artistic Director.

General

- to deputise for the Artistic Director as required;
- to manage relationships with all major stakeholders, funders and the Government;
- to represent the company at meetings, seminars, conferences and public events;
- to undertake any other duties as may be reasonably required by the Artistic Director and Board of Trustees.

Person specification

Knowledge	Essential	Desirable
A sound knowledge of financial procedures and practice, including practices applicable to charities	✓	
An understanding of theatre and the theatrical landscape across the UK	✓	
Commercial awareness	✓	
Highly developed IT skills	✓	
Knowledge of financial packages such as Sage or QuickBooks	✓	
An understanding of the characteristics of good governance and ability to work well with the Board	✓	
Knowledge of theatre for young audiences		✓

Experience	Essential	Desirable
Experience of administration in a busy creative environment and managing multiple priorities	✓	
Significant experience of financial management, financial reporting and budgetary control	✓	
Experience in developing and implementing effective business plans	✓	
Experience of staff management and development	✓	
Experience of producing theatre	✓	
Experience of committee/board servicing		✓
Experience of managing a capital project		✓

Attributes	Essential	Desirable
Highly-motivated, proactive in developing own ideas	✓	
Excellent communication skills with the ability to influence, build strong relationships and plan collaboratively with a diverse range of stakeholder groups, internally and externally	✓	
Excellent problem-solving skills	✓	
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.		✓