



Memorable, Bold, Imaginative

Theatr Iolo's Vision: A society in which all children can feel empowered and inspired.

Mission Statement: Theatr Iolo strives to enrich the lives of children through memorable experiences that challenge the mind and stir the imagination.

Purpose: Theatr Iolo has been at the forefront of creating theatre for children in Wales for almost 40 years. We are passionate about nurturing and igniting the imagination and creativity of young minds, to help children make sense of the world around them and to find their place within it.

We work with the best artists, writers, and creatives, to create memorable and bold live theatre, workshops, and activities in both English and Welsh. Our work for babies, children, and teenagers is toured across Wales, the UK and internationally.

Values:

- **Accessible:** We want children aged 0-16 and their adults to trust that their experience of a Theatr Iolo production will be of the highest quality and that they will feel included.
 - **Authentic:** We want to create work that is relevant to children from all backgrounds, by striving to understand their life experiences and the current challenges that they face.
 - **Bold:** We want our young audiences to feel challenged and we want to help them to explore, open-up and learn about themselves and the world in which they live.
 - **Collaborative:** We want to collaborate with partners to help us reach as many young people as possible, particularly those that have not had access to live theatre before, by removing as many barriers to attendance as possible.
 - **Creative:** We want to ignite creativity and imagination in all the children that we reach, in both Welsh and English, by offering stimulating opportunities that challenge expectations.
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PRODUCER

Hours: Approx 20 hours a week (approx 80 hours per month)
Salary: £30,000 pro rata. (£16,000)
Holidays: 13 days per annum plus Bank Holidays (After two years' service your entitlement will be increased by one extra day of paid leave each year, up to a maximum of 16 days leave. You may, occasionally, be required to work on public holidays.)
Probation: Six months
Contract type: Permanent
Other: Flexible hybrid working, but must attend essential events
Responsible to: Artistic Director and Executive Director
Responsible for: Touring Company and Production Manager

Job Description

PURPOSE OF THE ROLE:

The Producer will be responsible for producing all aspects of the Theatr Iolo productions (approx. 2 productions a year) and will be the main point of liaison for internal and external colleagues. The Producer reports directly to the Artistic Director but also works closely with the Executive Director to negotiate contracts with co-producers.

MAIN DUTIES AND RESPONSIBILITIES:

Strategic Planning

- To provide day to day management of the producing function – supporting the Artistic Director and Executive Director, in ensuring that all Theatr Iolo productions are presented with high-quality production values and in the best possible circumstances, including national and international touring.
- To build and maintain relationships with venues, presenters, programmers and co-producers
- To work with the Executive Director on negotiations of contracts with companies, venues, creative appointments, writers' commissions and the engagement of actors.
- To source and apply for suitable funding to contribute to the production budget.
- To draw up rehearsal, production and performance schedules for all productions and projects, liaising with the Communications & Engagement Manager and the rest of the Iolo team.
- To draw up and manage budgets for individual productions.
- Identifying opportunities for future touring, co-productions, and projects and contribute relevant expertise to business planning, strategy and reporting.

Productions

- To anticipate and manage artistic needs within the constraints of schedules and budgets.
- To support the Artistic Director in identifying appropriate members of creative teams.
- To work with the Executive Director in contracting all freelance production and technical staff.
- To work in conjunction with the Executive Director and Artistic Director to arrange and book production tours.

- To be responsible for the administration of tours, co-productions and performances, this may include the negotiation of financial deals and preparation of contracts.
- With support from the Administrator to book and arrange all travel and accommodation for touring teams.
- To liaise with the Artistic Director, visiting directors and casting agents on the management of casting for productions, carrying out all availability checks, arranging meetings and putting in offers (availability checks and arranging meetings where necessary).
- To arrange and run all production meetings.
- To schedule and attend all company hospitality events, including rehearsal events, preview events and end of run events.
- To manage the press performance, including the invitation list, alongside the Communications and Engagement Manager
- To manage all house seat and company ticket requests and co-ordinate them with the tour venues.
- With the freelance Production Manager, to monitor and authorise all production related expenditure, ensuring overspending does not occur.
- To attend previews, including tech notes sessions, preview meetings, press nights and last nights, as well as any other company events as required.
- To manage national and international tours on a range of scales, as required.
- With the Executive Director, to draw up all settlements for royalties, venues and co-producers.
- To develop and implement green policies and practices and adhere to the Theatre Green Book, including completing the Production Calculator and monitoring of the standards.

Community Engagement

- To work with the Iolo team to seek out and promote opportunities for outreach and community engagement.
- To oversee the development and production of outreach, community engagement events and activities as appropriate.

Staff Management and Resource Management

- To manage and control all producing budgets, contributing to fundraising and development initiatives and applications where required.
- Direct line management of the freelancers (creatives, cast and technical) involved in all the productions.
- To keep up to date with developments and research in producing practice, relevant to the creative industries and where relevant, draw upon such information in planning and programming strategies.

General

- To attend regular team meetings and strategy meetings.
- To work with the Administrator to maintain Theatr Iolo's database in relation to tour booking contacts, cast, creatives and stage management.
- Adhere to, and actively contribute to, the Theatr Iolo policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Theatr Iolo.
- To act always in the best interest of Theatr Iolo.
- Any other duties as reasonably required.

Person Specification

Knowledge	Essential	Desirable
An understanding of theatre and the theatrical landscape in Wales and or across the UK	✓	
Knowledge of touring in the rest of the UK and internationally		✓
Productive and wide-ranging contacts in the theatre sector.		✓
Strong financial skills including drafting and managing budgets.	✓	
Highly developed IT skills.	✓	

Experience	Essential	Desirable
A minimum of two years' experience as a Producer.	✓	
Experience gained within a producing theatre company or venue.	✓	
Experience of touring in Wales	✓	
Experience of working directly with creative teams and facilitating artistic processes.	✓	
Experience of contract negotiation with agents and artists and a good working knowledge of the relevant contracts.	✓	
Experience of line managing a team.	✓	
Experience of partnership working.		✓
Experience of devising and delivering engagement and/or audience development initiatives		✓
Experience of fund-raising and completing funding applications		✓

Attributes	Essential	Desirable
An affinity for the mission, vision and work of Theatr Iolo and a passion to play a key role in shaping and achieving the company's success.	✓	
Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines with a high level of self-motivation.	✓	
An interest in the social, cultural and financial context within which Theatr Iolo operates. The aptitude to think strategically and develop priorities.	✓	
Ability to pay close attention to detail.	✓	
Persuasive communication skills.	✓	
The ability to work collaboratively and form effective partnerships internally and externally.	✓	
A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of Theatr Iolo.	✓	
A willingness to travel and work unsocial hours, as the need arises.	✓	
The ability to converse and write in Welsh.		✓

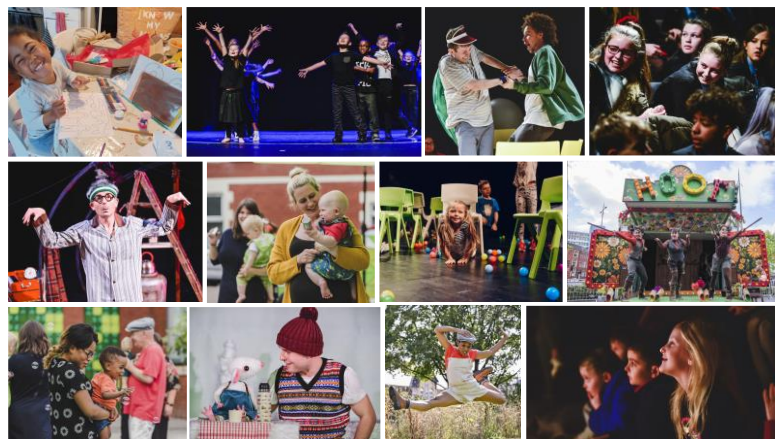
We are committed to ensuring our performers are as diverse as our communities, and so we welcome applications from individuals with protected characteristics. We welcome applications in Welsh, English or BSL. All applicants must be UK-based and have the right to work in the UK.

HOW TO APPLY:

Please apply by 14 **August 2026** with a covering letter of (maximum 1 A4) outlining why you feel you are suitable for the job and what experience you would bring to Theatr Iolo. Please email this to michelle@theatriolo.com

Please complete the equal opportunities form found on the job page.

Interviews to be held w/c 16 **September 2026**, anticipated start October/November **2026**.



Cofiadwy, Beiddgar, Dychmygus

Gweledigaeth Theatr Iolo: Cymdeithas lle gall pob plentyn deimlo wedi'i ymrymuso a'i ysbrydoli.

Datganiad Cenhadaeth: Mae Theatr Iolo yn gwneud ei orau glas i gyfoethogi bywydau plant drwy brofiadau cofiadwy sy'n herio'r meddwl ac yn cyffroi'r dychmyg.

Pwrpas: Mae Theatr Iolo ar flaen y gad ym maes creu theatr i blant yng Nghymru ers dros ddeunaw mlynedd ar hugain. Rydym yn frwd dros feithrin a thanio dychmyg a chreadigedd meddyliau ifanc, yn gymorth i blant gael pen llinyn ar y byd o'u cwmpas a dod o hyd i'w lle ynddo.

Rydym yn gweithio gyda'r artistiaid, yr awduron a'r creadigolion gorau, i greu theatr, gweithdai a gweithgareddau cofiadwy a beiddgar yn y Gymraeg ac yn Saesneg. Byddwn yn mynd â'n gwaith i fabis, plant a'r glasoed ar daith ledled Cymru, gwledydd Prydain a gwledydd eraill y byd.

Gwerthoedd:

- **Hygyrch:** Mae arnom eisiau i blant 0-16 oed a'u hoedolion fod yn dawel eu meddwl y bydd eu profiad o un o gynyrchiadau Theatr Iolo o'r safon uchaf ac y byddant yn teimlo'n rhan ohono.
- **Dilys:** Mae arnom eisiau creu gwaith sy'n berthnasol i blant o bob cefndir, drwy wneud ein gorau i ddeall eu profiadau bywyd a'r heriau maen nhw'n eu hwynebu ar hyn o bryd.
- **Beiddgar:** Mae arnom eisiau i'n cynulleidfaoedd ifanc deimlo eu bod yn cael eu herio ac mae arnom eisiau'u helpu i chwilio, i ymagor ac i ddysgu amdany'n nhw'u hunain a'r byd maen nhw'n byw ynddo.
- **Cydweithredol:** Mae arnom eisiau cydweithio â phartneriaid yn gymorth i gyrraedd cynifer o bobol ifanc ag y bo modd, yn neilltuo y rheini na chafodd gyfle ar theatr fyw o'r blaen, drwy dynnu cynifer ag y bo modd o rwystrau rhag mynd iddi.

- **Creadigol:** Mae arnom eisiau tanio creadigedd a dychymyg yn yr holl blant rydym yn eu cyrraedd, yn y Gymraeg ac yn Saesneg, drwy gynnig cyfleoedd symbylol sy'n herio disgwyliadau.

CYNHYRCHYDD

Oriau:	Tua 20 awr yr wythnos (tua 80 awr y mis)
Cyflog:	£30,000 pro rata. (£16,000)
Gwyliau:	13 diwrnod y flwyddyn a Gwyliau Banc (Ar ôl dwy flynedd o wasanaeth bydd gennych hawl i ddiwrnod dros ben o seibiant tâl y flwyddyn, hyd at uchafrif o 16 diwrnod o seibiant. O bryd i'w gilydd hwyrach y bydd gofyn i chi weithio ar wyliau cyhoeddus.)
Cyfnod Prawf:	Chwe mis
Math o gytundeb:	Parhaol
Arall:	Gweithio hyblyg cymysgryw, ond rhaid mynd i ddigwyddiadau hanfodol
Atebol i'r:	Cyfarwyddwr Artistig a'r Cyfarwyddwr Gweithredol
Cyfrifoldebau:	Cwmni Teithiol a Rheolwr Cynhyrchu

Disgrifiad Swydd

DIBEN Y SWYDD:

Y Cynhyrchydd fydd yn gyfrifol am gynhyrchu pob agwedd ar gynyrchiadau Theatr Iolo (tua dau gynhyrchiad y flwyddyn) a hwn fydd y prif fan cyswllt i gydweithwyr mewnol ac allanol. Mae'r Cynhyrchydd yn adrodd yn uniongyrchol wrth y Cyfarwyddwr Artistig ond mae hefyd yn cydweithio'n glòs â'r Cyfarwyddwr Gweithredol i drafod cytundebau â chydgynhyrchwyr.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

Cynllunio Strategol

- Darparu rheoli beunyddiol y swyddogaeth gynhyrchu – cefnogi'r Cyfarwyddwr Artistig a'r Cyfarwyddwr Gweithredol wrth y gwaith o ymorol am gyflwyno holl gynyrchiadau Theatr Iolo gyda gwerthoedd cynhyrchu o safon uchel ac o dan yr amgylchiadau gorau posib, gan gynnwys teithio cenedlaethol a rhyngwladol.
- Meithrin a chynnal perthynas ag oedfannau, cyflwynwyr, rhaglenwyr a chydgynhyrchwyr.
- Cydweithio â'r Cyfarwyddwr Gweithredol ar drafod cytundebau â chwmnïai, oedfannau, penodiadau creadigol, comisiynau sgrifenwyr a chyflogi actorion.
- Canfod a gwneud cais am gyllid priodol i gyfrannu at y gyllideb gynhyrchu.
- Llunio amserlenni ymarfer, cynhyrchu a pherfformio i'r holl gynyrchiadau a phrosiectau, cysylltu â'r Rheolwr Cyfathrebu ac Ymgysylltu a gweddill tîm Iolo.
- Llunio a rheoli cyllidebau cynyrchiadau unigol.
- Canfod cyfleoedd teithio, cydgynyrchiadau a phrosiectau i ddod, a chyfrannu gwybodaeth arbenigol berthnasol at gynllunio busnes, strategaeth ac adrodd.

Cynyrchiadau

- Rhagweld a rheoli anghenion artistig o fewn terfynau amserlenni a chyllidebau.
- Cefnogi'r Cyfarwyddwr Artistig wrth y gwaith o ganfod aelodau priodol o dimau creadigol.
- Cydweithio â'r Cyfarwyddwr Gweithredol yn rhoi cytundebau i'r holl staff cynhyrchu a thechnegol llawrydd.
- Gweithio ar y cyd â'r Cyfarwyddwr Gweithredol a'r Cyfarwyddwr Artistig i drefnu a rhagarchebu teithiau cynyrchiadau.
- Bod yn gyfrifol am weinyddu teithiau, cydgynyrchiadau a pherfformiadau; gallai hyn gynnwys trafod telerau ariannol a pharatoi cytundebau.
- Gyda chefnogaeth y Gweinyddwr, rhagarchebu a threfnu'r holl deithio a llety i dimau teithiol.
- Cysylltu â'r Cyfarwyddwr Artistig, cyfarwyddwyr gwadd ac asiantau castio ar reoli castio i gynyrchiadau, gwneud yr holl wiriadau caffaeledd, trefnu cyfarfodydd a gwneud cynigion (gwiriadau caffaeledd a threfnu cyfarfodydd lle bo angen).
- Trefnu a rhedeg yr holl gyfarfodydd cynhyrchu.
- Trefnu holl ddigwyddiadau croeso'r cwmni a mynd iddynt, gan gynnwys digwyddiadau ymarfer, digwyddiadau rhagolwg a digwyddiadau ar ddiwedd cynyrchiadau.
- Rheoli perfformiad y wasg, gan gynnwys rhestr y gwahoddedigion, ochr yn ochr â'r Rheolwr Cyfathrebu ac Ymgysylltu.
- Rheoli'r holl geisiadau am seddi tŷ a thocynnau cwmni a'u cyd-drefnu ag oedfannau'r teithiau.
- Ynghyd â'r Rheolwr Cynhyrchu, monitro ac awdurdodi pob gwariant ynghlwm â chynyrchiadau, gydag ymorol na ddigwydd gorwario.
- Mynd i ragolygon, gan gynnwys sesiynau nodiadau technegol, cyfarfodydd rhagolwg, nosweithiau'r wasg a nosweithiau olaf, yn ogystal ag unrhyw ddigwyddiadau eraill y cwmni yn ôl y gofyn.
- Rheoli teithiau cenedlaethol a rhyngwladol ar amrywiaeth o raddfeydd, yn ôl y gofyn.
- Ynghyd â'r Cyfarwyddwr Gweithredol, llunio pob taliad breindaliadau, oedfannau a chydgynhyrchwyr.
- Datblygu a rhoi ar waith bolisiau ac arferion gwyrdd a chadw at Lyfr Gwyrdd y Theatr, gan gynnwys cwblhau'r Gyfrifiannell Gynhyrchu a monitro'r safonau.

Ymgysylltu â'r Gymuned

- Cydweithio â thîm lolo i ganfod a hyrwyddo cyfleoedd allgyrch ac ymgysylltu â'r gymuned.
- Goruchwylio datblygu a chynhyrchu digwyddiadau a gweithgareddau allgyrch ac ymgysylltu â'r gymuned lle bo'n addas.

Rheoli Staff a Rheoli Adnoddau

- Rheoli'r holl gyllidebau cynhyrchu, cyfrannu i fentrau a cheisiadau codi arian a datblygu lle bo gofyn.
- Llinell-reoli uniongyrchol y gweithwyr llawrydd (creadigolion, cast a thechnegol) sydd ynghlwm â'r holl gynyrchiadau.
- Bod efo'r oes o ran datblygiadau ac ymchwil ym maes arfer cynhyrchu sy'n berthansol i'r diwydiannau creadigol a lle bo'n berthnasol tynnu ar wybodaeth felly mewn strategaethau cynllunio a rhaglennu.

Cyffredinol

- Mynd i gyfarfodydd tîm a strategaeth rheolaidd.
- Cydweithio â'r Gweinyddwr i gynnal a chadw cronfa ddata Theatr lolo o ran cysylltiadau rhagarchebu teithiau, cast, creadigolion a rheoli llwyfan.

- Cadw at bolisiâu Theatr Iolo a chyfrannu atynt yn weithredol, gan gynnwys Cydraddoldeb (amrywiaeth, hygyrchedd, cyfleoedd cyfartal), yr Amgylchedd ac Iechyd a Diogelwch.
- Amlhau incwm a gostwng gwariant lle bo modd, heb beryglu safon y gwaith nac enw da Theatr Iolo.
- Gweithredu bob amser er budd Theatr Iolo.
- Unrhyw ddyletswyddau eraill yn ôl y gofyn rhesymol.

Manyleb Person

Gwybodaeth	Hanfodol	Dymunol
Dealltwriaeth o'r theatr a thirwedd y theatr yng Nghymru a/neu ledled gwledydd Prydain.	✓	
Gwybodaeth am deithio yng ngweddill gwledydd Prydain a gwledydd eraill y byd.		✓
Cysylltiadau cynhyrchol ac eang yn sector y theatr.		✓
Medrau ariannol cryfion gan gynnwys drafftio a rheoli cyllidebau.	✓	
Medrau TG tra datblygedig.	✓	

Profiad	Hanfodol	Dymunol
Lleiafrif o ddwy flynedd o brofiad yn Gynhyrchydd.	✓	
Profiad gafwyd mewn cwmni theatr neu oedfan cynhyrchu.	✓	
Profiad o deithio yng Nghymru.	✓	
Profiad o weithio'n uniongyrchol gyda thimau creadigol a hwyluso prosesau artistig.	✓	
Profiad o drafod cytundebau ag asiantau ac artistiaid a gwybodaeth ddigonol dda o'r cytundebau perthnasol.	✓	
Profiad o linell-reoli tîm.	✓	
Profiad o weithio partneriaeth.		✓
Profiad o ddyfeisio a chyflenwi mentrau ymgysylltu a/neu ddatblygu cynulleidfaoedd.		✓
Profiad o godi arian a llenwi ceisiadau am gyllid.		✓

Cyneddfau	Hanfodol	Dymunol
Cydnawsedd â chenhadaeth, gweledigaeth a gwaith Theatr Iolo a brwdfrydedd dros chwarae rhan allweddol yn llunio ac yn cyflawni llwyddiant y cwmni.	✓	
Medrau trefnu a chynllunio rhagorol a gallu profedig o ran gweithio'n hyblyg dan bwysau, blaenoriaethu a chwrrd â therfynau amser, â chryn dipyn o hunangymhelliad.	✓	
Diddordeb yn y cyd-destun cymdeithasol, diwylliannol ac ariannol y mae Theatr Iolo yn gweithio ynddo. Dawn meddwl yn strategol a datblygu blaenoriaethau.	✓	
Gallu talu sylw clòs i fanylion.	✓	
Medrau cyfathrebu llawn perswâd.	✓	
Gallu gweithio ar y cyd a meithrin partneriaethau effeithiol yn fewnol ac yn allanol.	✓	

Ymroddiad gwrioneddol a dangosadwy i gynnal ehangu amrywiaeth ddiwylliannol a hygyrchedd ar hyd ac ar led pob maes yn Theatr Iolo.	✓	
Bod yn fodlon teithio a gweithio oriau anghymdeithasol, pan fo angen.	✓	
Gallu sgwrsio a sgrifennu yn Gymraeg.		✓

Rydym yn ymroddedig i ymorol bod ein perfformwyr yr un mor amrywiol â'n cymunedau a chan hynny rydym yn croesawu ceisiadau gan unigolion â nodweddion gwarchodedig. Rydym yn croesawu ceisiadau yn Gymraeg, yn Saesneg neu yn Iaith Arwyddion Prydain. Rhaid i'r ymgeiswyr i gyd fod â'u cartref yn y Deyrnas Unedig a chanddyn nhw'r hawl i weithio yn y Deyrnas Unedig.

SUT I WNEUD CAIS:

Gwnewch gais erbyn 14 Awst 2026 drwy anfon llythyr eglurhaol (uchafswm o un dudalen A4) yn amlinellu pam eich bod yn teimlo eich bod yn addas ar gyfer y swydd a pha brofiad y byddech yn ei gyfrannu at Theatr Iolo. Anfonwch eich cais drwy e-bost at **michelle@theatriolo.com**.

Cwblhewch hefyd y ffurflen monitro cyfle cyfartal sydd ar gael ar dudalen y swydd.

Cynhelir y cyfweiliadau yn ystod yr wythnos sy'n dechrau 16 Medi 2026, gyda'r disgwyl i'r ymgeisydd llwyddiannus ddechrau yn **Hydref/Tachwedd 2026**.