Uwch Guradur, Ffotograffiaeth

Adran Gelf

Lleoliad: Amgueddfa Genedlaethol Caerdydd

Corff a Noddir gan Lywodraeth Cymru yw Amgueddfa Cymru gyda Bwrdd Ymddiriedolwyr yn pennu cyfeiriad strategol y sefydliad ac yn sicrhau y caiff ei hadnoddau eu rheoli yn briodol.

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys Rheolwr Cyffredinol a Phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), yn cynnwys rheolwyr adrannau yn ogystal â'r SMT, yn cymeradwyo polisïau ac yn adolygu projectau a mentrau pwysig.

Mae gan Amgueddfa Cymru wyth safle ar draws Cymru: Amgueddfa Genedlaethol Caerdydd, Sain Ffagan: Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit: Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a'r Ganolfan Gasgliadau Genedlaethol.

Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol er mwyn **"ysbrydoli pobl, newid bywydau"**. Ein pwrpas yw defnyddio ein hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

Hanfod ein gwaith yw bod diwylliant yn adnodd a gaiff ei greu gan bobl a chymunedau. Rydyn ni'n rhan o'r gymdeithas y daw ein casgliadau a'n hadnoddau ohoni, a cant eu hadnewyddu yn barhaus drwy ein gwaith gyda'r cyhoedd. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r adnoddau hyn.

Rydyn ni wedi ymrwymo i bum peth er mwyn cyflawni'r Weledigaeth. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymiadau hyn.

Gwneud gwahaniaeth i Gymru: newid bywydau trwy weithio gyda chyrff lleol a chenedlaethol i greu Cymru hapusach, iachach a mwy cynaliadwy, lle mae diwylliant yn hygyrch i bawb a'r economi'n ffynnu.

Profiad amgueddfa: mae ymwelwyr yn cael profi amgueddfeydd, arddangosfeydd, a gofodau cyhoeddus o ansawdd uchel lle gallant ddysgu a mwynhau.

Profiad ar-lein: mae defnyddwyr yn cael profi amgueddfa ddigidol hygyrch a chydgysylltiedig gan ymgysylltu, bod yn greadigol a dysgu.

Addysg a chreadigrwydd: mae gan bawb gyfoeth o gyfleoedd i ddysgu, ymchwilio a chreu.

Cyfranogiad a chynhwysiant: mae unigolion, teuluoedd a chymunedau yng Nghymru a thu hwnt yn cymryd rhan mewn gweithgareddau trawsddiwylliannol, cynhwysol a hygyrch a luniwyd ganddynt.

Cefndir

Mae gan Amgueddfa Cymru gasgliad pwysig o ddeunyddiau ffotograffig hanesyddol a chyfoes, o brintiau gan ffotograffwyr cynnar o Brydain fel Calvert Jones a Roger Fenton, i ddelweddau theatrig Angus McBean a ffoto-newyddiaduraeth Philip Jones Griffiths. Ategir y rhain gan bortreadau, albymau stiwdio a gwaith artistiaid cysyniadol sy'n defnyddio ffotograffiaeth fel cyfrwng cofnodi. Mae yn y casgliad gyfoeth o ffotograffiaeth dogfennol o'r 20fed ganrif. Chwyddir y casgliad hefyd gan rodd mawr.

Hefyd ym meddiant yr Amgueddfa mae oddeutu 500,000 o ffotograffau yn pontio'r gwyddorau, o hanes natur i hanes cymdeithasol a diwydiannol. Yn eu plith mae delweddau gan ffotograffwyr anhysbys ac adnabyddus, fel yr arloeswr ffotograffig o Gymru John Dillwyn Llewelyn (1810-1882). Mae gan yr Amgueddfa gasgliad cyfoethog hefyd o albymau ffotograffau a llyfrau ar y pwnc, gan gynnwys argraffiad cyntaf *The Pencil of Nature* gan William Henry Fox Talbot.

Diolch i nawdd hael Elusennau Esmée Fairbairn edrychodd project ymchwil diweddar (2012-14) ar faint a photensial casgliadau ffotograffig yr Amgueddfa gan ddogfennu, curadu a digido detholiad o tua 12,000 o ddelweddau yn pontio gwyddorau curadurol y sefydliad. Gwelwyd ffrwyth yr ymchwil hefyd mewn arddangosfa dan y teitl 'Delweddau Naturiol' (Amgueddfa Genedlaethol Caerdydd, 24 Ionawr – 19 Ebrill 2015).

Mae'r Adran Gelf yn rhan o'r Gyfadran Casgliadau ac Ymchwil. Mae'r Adran yn gofalu am y casgliad cenedlaethol o Gelf Gain a Chymhwysol o'r Dadeni hyd heddiw, ac yn ei astudio a'i arddangos. Yn y casgliad mae dros 2,500 o baentiadau, cerfluniau a gweithiau mewn cyfryngau newydd, 12,000 gwrthrych cerameg neu gelf gymhwysol arall a 35,000 o brintiau a darluniau, yn ogystal â chasgliad sylweddol o ffotograffau a gwaith digidol.

Mae Amgueddfa Cymru yn bennaf enwog am baentiadau a cherfluniau o Ffrainc y bedwaredd ganrif ar bymtheg. Mae yma gasgliad helaeth o weithiau artistiaid o Gymru gyda phwyslais mawr ar ffigyrau'r ugeinfed ganrif. Yn y casgliad hefyd mae paentiadau hen feistri Ewrop a gweithiau gan artistiaid Prydeinig y ddeunawfed ganrif a'r bedwaredd ganrif ar bymtheg. Mae ein casgliad o grochenwaith a phorslen Cymreig o'r ddeunawfed ganrif a'r bedwaredd ganrif ar bymtheg heb ei ail, felly hefyd ein daliadau mawr o borslen o Loegr a'r Cyfandir yn y ddeunawfed ganrif, arianwaith gwych o Brydain, a gwydr hanesyddol, celfi, metelwaith a cherameg y dwyrain pell.

Prif ddiben y swydd

Bydd gan yr Uwch Guradur arbenigedd penodol ym maes ffotograffiaeth Prydain ac Ewrop o'i ddechreuad hyd heddiw. Bydd yn arloesi gyda rhaglenni cyfranogol creadigol i ddatblygu a rhannu'r wybodaeth hon ac yn denu cynulleidfa eang at ffotograffiaeth.

Bydd deiliad y swydd yn llywio trosolwg parhaus o'r casgliad ffotograffiaeth ar draws Amgueddfa Cymru Senior wedi diwedd y project 'Delweddau Naturiol' ac yn darparu cyngor i gydweithwyr ac yn hyrwyddo defnydd a dealltwriaeth o'r casgliadau yma. Bydd y deiliad yn cyfrannu at guradu a datblygu'r casgliadau ffotograffiaeth ac yn gwneud ymchwil yn y maes sy'n cefnogi canlyniadau Gweledigaeth Amgueddfa Cymru.

Bydd deiliad y swydd yn llywio rhaglen gyfranogol o arddangosfeydd, digwyddiadau a gweithgareddau addysg yn Oriel Ffotograffiaeth newydd yr Amgueddfa, ar-lein a thrwy gyfryngau eraill, gan gyflwyno ffotograffiaeth fel cyfrwng celfyddydol creadigol, llawn ysbrydoliaeth. Bydd yr Uwch Guradur yn llunio rhaglenni a digwyddiadau i ddenu cynulleidfa mor eang â phosibl ac yn arloesi er mwyn cynyddu mynediad i'r cyfrwng. Bydd yn meithrin enw da proffesiynol ac yn cynrychioli'r adran Ffotograffiaeth yn yr Amgueddfa a thu hwnt.

Yn atebol i

Uwch guradur, Printiau a Darluniau. Gall trefn rheoli llinell yr Adran Gelf newid wedi apwyntio Ceidwad Celf newydd.

Yn gyfrifol am

Bydd deiliad y swydd yn gyfrifol am reoli staff gwirfoddol a/neu dros-dro yn ôl y galw.

Prif Dasgau a Chyfrifoldebau

Penodol i'r Swydd

1. Cefnogi'r Uwch Guradur Printiau a Darluniau a'r Pennaeth Celfyddyd Gain gyda datblygiad strategol y casgliadau a'r adran a chyflawni amcanion adrannol a chorfforaethol y cytunwyd arnynt drwy ddatblygu strategaeth datblygu casgliadau er mwyn diffinio strategaeth gasglu Amgueddfa Cymru i'r dyfodol.
2. Ehangu casgliad ffotograffiaeth yr Adran Gelf gyda chaffaeliadau newydd sylweddol, a hwyluso datblygiad casgliadau ffotograffiaeth ar draws Amgueddfa Cymru.
3. Darparu'r mynediad ehangaf posibl i'r casgliadau ffotograffiaeth drwy gyfrwng rhaglenni cyfranogol, rhannu gwybodaeth a mentrau hwyluso mynediad.

4. Cydweithio gyda'r Adran Addysg, Arddangosfeydd a Chyfryngau Digidol a chydweithwyr a phartneriaid eraill ar fentrau addysg, dehongli cyfranogol ac ymgysylltu.
5. Gweithio gyda chydweithwyr a phartneriaid i arwain, cynllunio a llwyfannu rhaglen barhaol o arddangosfeydd dros-dro yn Oriel Ffotograffiaeth yr Amgueddfa, gan gyflwyno ffotograffiaeth fel cyfrwng creadigol llawn ysbrydoliaeth o safbwynt cyffredinol, anarbenigol. Cefnogi arddangosfeydd ffotograffiaeth yn safleoedd eraill Amgueddfa Cymru a phrojectau teithiol.
6. Gweithio gyda chydweithwyr a phartneriaid i ddatblygu rhaglen o ddigwyddiadau a gweithgareddau fydd yn ysbrydoli pobl o bob oed i ddefnyddio ffotograffiaeth.
7. Datblygu gwybodaeth arbenigol am hanes ffotograffiaeth ac arferion cyfoes, gan rannu hyn drwy amryw gyfryngau a darlithio a chyhoeddi yn y maes.
8. Meithrin enw da Amgueddfa Cymru yn y byd ysgolhaig, yn genedlaethol a rhyngwladol, drwy gynnal rhaglen ymchwil a'i rhannu er mwyn er mwyn gwella dealltwriaeth cynulleidfa ehangach o'r casgliad a'r pwnc.
9. Meithrin proffil cenedlaethol a rhyngwladol Amgueddfa Cymru drwy gynrychioli'r sefydliad mewn cynadleddau a gwyliau ffotograffiaeth yn y DU a thramor.
10. Gweithio gyda chydweithwyr i gyflawni gwaith rheoli casgliadau, gan sicrhau eu bod yn cydymffurfio â'r safonau moesegol a gofynion cyfreithiol a amlinellir mewn polisïau a gweithdrefnau corfforaethol perthnasol.
11. Dogfennu deunydd ffotograffig, cyfrannu at system gatalogio ar-lein Amgueddfa Cymru, a datblygu cynnwys ar gyfer y wefan gyda chyfrifoldeb dros y cynnwys ffotograffiaeth hanesyddol a'r bas data cysylltiedig.
12. Meithrin gwybodaeth am ffynonellau nawdd posibl ar gyfer caffaeliadau, arddangosiadau ac ymchwil a datblygu ceisiadau am nawdd.
13. Gweithio gyda Mentrau AOCC i gynyddu incwm a gynhyrchir gan y casgliad ffotograffiaeth ar draws Amgueddfa Cymru.

Corfforaethol

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
2. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.
3. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

Canlyniadau

1. Mae amcanion Gweledigaeth Amgueddfa Cymru yn cael eu cyflawni.
2. Mae Amgueddfa Cymru yn cynnal ymchwil o safon ryngwladol ac yn darparu mynediad iddo drwy arddangosfeydd, rhaglenni allestyn a chyhoeddiadau ffurfiol.
3. Mae gwaith curadurol Amgueddfa Cymru'n cael ei gydnabod fel esiampl dda, yn genedlaethol a rhyngwladol, o feddwl ac arfer amgueddfaol presennol.
4. Mae ffotograffiaeth yn Amgueddfa Cymru yn cael ei ddarparu i'r safon uchaf, ar amser ac o fewn y gyllideb.

5. Mae targedau incwm y gyfadran yn cael eu cyrraedd.
6. Mae'r Casgliadau Ffotograffiaeth a rhaglenni cysylltiedig yn canolbwyntio ar y defnyddiwr ac yn cyfrannu at wella Cymru yn lleol a chenedlaethol.
7. Mae'r tîm wedi'u hysgogi i gyrraedd amcanion strategol yr Adran ac Amgueddfa Cymru ac yn ymroddedig ac yn canolbwyntio ar y gwaith. Mae'r tîm yn hyblyg ac yn gallu ymateb i newidiadau yn ein hamgylchedd gweithredu.

Manyleb y Person

HANFODOL	DYMUNOL
Gwybodaeth Ofynnol	
Prawf o wybodaeth arbenigol am ffotograffiaeth o'r 1830au hyd heddiw.	Yn gyfarwydd â hanes ffotograffiaeth yng Nghymru.
Dealltwriaeth o arferion cyfredol dehongli, addysgu'r cyhoedd ac arddangos ym maes ffotograffiaeth.	Profiad o guradu arddangosfeydd Ffotograffiaeth a denu cynulleidfaoedd amrywiol trwy ddefnyddio'r cyfrwng.
Profiad Gofynnol	
Profiad o weithio gyda chasgliadau ffotograffig tebyg mewn amgueddfa neu oriel er mwyn ehangu ymgysylltiad a dealltwriaeth y cyhoedd.	Rhestr o gyhoeddiadau. Yn gyfarwydd â basau data casgliadau a gofynion cadwraeth ffotograffiaeth. Profiad o ganfod a chasglu ffotograffau ar gyfer sefydliad cyhoeddus. Profiad o ddenu cynulleidfaoedd eang at gasgliadau.
Profiad o ymdrin ag eitemau ffotograffig a'u harddangos.	Profiad o ddenu cynulleidfaoedd drwy gyfrwng arddangos a rhaglennu.
Profiad profadwy o ddatblygu syniadau curadurol cryf a dulliau blaengar o ddenu cynulleidfaoedd at gynnwys.	
Profiad gyda thechnegau cyfweld ac arolygu ac ymwybyddiaeth gref o fethodolegau.	

Cymwysterau Academaidd / Safon Addysg	
Gradd mewn Hanes Celf, Ffotograffiaeth neu bwnc cysylltiedig, neu brofiad ymarferol, proffesiynol cyfwerth.	Cymhwyster ôl-radd mewn Astudiaethau Amgueddfeydd a/neu Astudiaethau Orielau Celf.
Sgiliau Gofynnol	
Ymwybyddiaeth weledol gref, dull creadigol a dychmygus o weithio, a'r gallu i drefnu a strwythuro gwybodaeth weledol ac ysgrifenedig.	Y gallu i gyfathrebu drwy gyfwng yn Gymraeg neu barodrwydd i ddysgu.
Sgiliau cyfathrebu rhagorol, ar lafar ac ar bapur, a'r gallu i gyflwyno'r pwnc i amrywiaeth o gynulleidfaoedd arbenigol ac anarbenigol mewn ffordd fywiog a hygyrch.	Yn medru iaith dramor Ewropeaidd. Profiad o weithio gyda cymunedau amrywiol.
Sgiliau ymchwil rhagorol a'r gallu i ddatblygu cynnwys cywir a deniadol o fewn i derfynau amser llym.	Profiad o rannu ymchwil gyda chynulleidfaoedd amrywiol.
Lefel uchel o allu cyfrifiadurol a gwybodaeth o becynnau Windows a meddalwedd cronfeydd data. Gallu defnyddio'r rhyngrwyd, e-bost a'r cyfryngau cymdeithasol yn hyderus.	
Ffactorau Personol Gofynnol	
Sgiliau rhyngbersonol rhagorol a'r gallu i weithio gyda chydweithwyr ledled Amgueddfa Cymru mewn ffordd adeiladol a chefnogol ac i feithrin cysylltiadau â phartneriaid allanol.	
Agwedd hyblyg a'r gallu i weithio o dan bwysau, gan sicrhau cydbwysedd effeithiol rhwng gofynion gweinyddol, gwaith project a gofalu am gasgliadau.	
Y gallu i weithio o'ch pen a'ch pastwn eich hun.	
Y gallu i gydweithio fel rhan o dîm.	

Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.	
Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw.	

Cymwyseddau penodol i'r swydd hon

Bydd angen i'r ymgeisydd llwyddiannus allu dangos enghreifftiau o'r canlynol (gweler "**Canllawiau Recriwtio**" am gyngor ar sut i lenwi'r ffurflen gais):

Cymhwysedd Craidd	Esiampl Ymddygiad
Gweithio'n Bositif gydag Eraill	Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol. Gallu casglu gwybodaeth mewn ffordd drefnus y gellir ei hadalw.
Croesawu Dysgu, Newid a Chreadigrwydd	Ymroddiad i ddysgu. Gallu amsugno cymaint o wybodaeth a phrofiad perthnasol â phosibl. Dull o weithio sy'n hyblyg ac esblygol ac yn canolbwyntio ar ddatrys problemau er mwyn darparu gwasanaeth gwerth ychwanegol i gwsmeriaid mewnol ac allanol.
Ymroddiad i Ganolbwyntio ar Gwsmeriaid	Awydd gwirioneddol i weithio gyda chwsmeriaid, a'u gwasanaethu. Ymgysylltu â chwsmeriaid mewn ffordd gadarnhaol, datblygu dealltwriaeth glir o'u hanghenion a gwneud popeth posibl i'w diwallu.
Cyrraedd Canlyniadau Effeithiol	Y gallu i flaenoriaethu gwaith yn briodol. Dangos synnwyr blaenoriaethu da, strwythuro llwyth gwaith yn effeithiol a sicrhau canlyniadau da yn rheolaidd. Rheoli llwyth gwaith ac ymddygiad personol yn wyneb gofynion cystadleuol a blaenoriaethau sy'n newid.

Ymrwymiad i amrywiaeth a chyfrifoldebau cymdeithasol	Datblygu ymwybyddiaeth gynyddol o fanteision amrywiaeth ymysg ymwelwyr a chydweithwyr. Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith.

Telerau ac amodau gwasanaeth

Cyflog cychwynnol	Gradd E - £24,523.91 - £31,143.17 y flwyddyn (wedi ei seilio ar gyflog llawn amser o £25,925.28 - £32,922.78) Bydd yr ymgeisydd yn cael ei benodi i'r pwynt cyflog isaf yn y radd hon fel arfer.
Hyd y contract	Parhaol
Oriau'r contract	35 awr yr wythnos.
Cyfnod prawf	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon
Mae pob penodiad newydd yn dibynnu ar dderbyn geirda, adroddiad meddygol ac archwiliad boddhaol o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.	

Buddion gweithio i Amgueddfa Cymru

Gwyliau Blynyddol	27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.
Amser Hyblyg	Rydym yn gweithredu system oriau gwaith hyblyg er mwyn galluogi staff i daro cydbwysedd rhwng eu bywyd cartref a gwaith ac er mwyn helpu i reoli eu hamser mewn ffordd sydd mor effeithiol â phosibl. Mae'r cynllun yn agored i bawb heblaw staff sy'n gweithio ar sail rota. Caiff staff newydd wybod a fyddan nhw'n cymryd rhan yn y cynllun ai peidio adeg eu penodi.
Pensiwn	Rydym yn cynnig cynllun pensiwn galwedigaethol cyflog terfynol i weithwyr parhaol (Cynllun Pensiwn Amgueddfa Cymru). Ar hyn o bryd, cyfraniad y gweithiwr yw 9%.
Hyfforddi a Datblygu **Hyfforddiant Sefydlu**	Mae'r Amgueddfa wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig. Rydym yn darparu sesiwn Hyfforddiant Cychwynnol cynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.
Talebau Gofal Plant	Mae cynllun talebau gofal plant ar gael sy'n golygu y gallwch dderbyn rhan o'ch cyflog fel talebau gofal plant nad oes rhaid talu treth na chyfraniadau Yswiriant Cenedlaethol ar eu cyfer (gwerth hyd at £55 yr wythnos). Gellir defnyddio'r talebau i dalu'ch darparwr gofal plant.
Arferion Gweithio Teulu-Gyfeillgar	Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i deuluoedd megis absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfa, absenoldeb estynedig ac amrywio oriau gwaith.
Cynllun Benthyciad Teithio	Gall staff wneud cais am fenthyciad di-log i brynu tocyn bws blynyddol neu chwarterol neu docyn trên tymhorol hyd at £1,500 neu feic hyd at £300.
Cynllun Iechyd a Ffitrwydd	Mae'r Adran Adnoddau Dynol wedi sefydlu cynllun aelodaeth o glybiau ffitrwydd i staff am bris gostyngol arbennig sy'n arbed 25% ar gost aelodaeth safonol.
Cyfarpar Sgrin Arddangos	Bydd yr Amgueddfa yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.

Cynlluniau Buddion:	***Beneden Healthcare Society*** Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar Fewnrwyd yr amgueddfa neu ewch i www.beneden.org.uk. **Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA)** Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o fanylion ar y wefan www.whahealthcare.co.uk. **Cynllun Undeb Credyd** Rydym yn cynnig ffordd hawdd i weithwyr ymuno ag Undeb Credyd Caerdydd. Aelodau'r cynllun yw perchnogion a rheolwyr Undeb Credyd Caerdydd, sefydliad cynilo a benthyg a gaiff ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.
Cynllun Gostyngiad i Staff	Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau'r Amgueddfa a gostyngiad o 25% yn y caffis.
Undebau Llafur	Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan yr Amgueddfa yw Prospect, PCS a FDA.

Sut i wneud cais:

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef www.amgueddfacymru.ac.uk. Mae'r ffurflen yn rhoi cyfle i chi egluro sut mae eich cymwysterau, eich profiad a'ch rhinweddau personol yn eich gwneud yn ymgeisydd addas ar gyfer y swydd hon

Dylech ddychwelyd eich ffurflen i'r cyfeiriad e-bost hwn:
ad@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP

Ffôn: (029) 2057 3306
Ffacs: (029) 2057 3370

Rhaid i bob cais am swydd ein cyrraedd erbyn 5pm ar y dyddiad cau.
Ni fyddwn yn derbyn ceisiadau ar ôl hynny.

Bydd angen i chi gyflwyno'r ffurflenni Archwilio Cefndir a Monitro cyn i ni brosesu eich cais.

Defnyddiwch y darn o'r ffurflen gais dan y pennawd "Y swydd yr ymgeisir amdani" i nodi'n glir ai swydd lawn neu ran amser sydd gennych mewn golwg (neu'r ddwy).

Peidiwch ag anfon CV, dim ond ffurflenni cais gaiff eu hystyried.

Yn anffodus, oherwydd y nifer o geisiadau a ddisgwylir mewn perthynas â'r swydd hon, ni fydd yn bosibl i ni ysgrifennu'n bersonol at bob ymgeisydd aflwyddiannus. Fodd bynnag, bydd cyfweliadau yn cael eu cynnal fel arfer o fewn tair wythnos i'r dyddiad cau.

Noder, bydd y gost o anfon y ffurflen gais ac unrhyw atodiadau yn ôl i'r Adran Adnoddau Dynol yn fwy na phris un stamp dosbarth cyntaf.

Mae Amgueddfa Cymru yn gyflogwyr cyfle cyfartal. Croesewir ceisiadau o bob rhan o'r gymuned.

Senior Curator, Photography

Department of Art

Location: National Museum Cardiff

Amgueddfa Cymru - National Museum Wales is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organisation, and to ensure proper management of its resources.

Amgueddfa Cymru is led by the Senior Management Team (SMT), consisting of the Director General and four Divisional Directors. A Joint Executive Group (JEG), whose members include departmental managers as well as SMT, approves policies and reviews significant projects and initiatives.

Amgueddfa Cymru has eight sites distributed across Wales: National Museum Cardiff, St Fagans National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum, and the National Collections Centre.

In 2015 Amgueddfa Cymru agreed a new Vision to guide all future activities - "**Inspiring people, changing lives**". Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

Our work is based on the principle that culture is a resource that is created by people and communities. Our collections and other resources come from the society of which we are part, and are continually renewed through our work with the public. We are accountable for our use of these resources to the nation we serve.

We have made five commitments to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

Making a difference to Wales, by working with local and national organisations to create a happier, healthier and more sustainable Wales, with access to culture for all, and a thriving economy.

Museum experience. Visitors experience high quality museums, exhibitions and public spaces for enjoyment and learning.

Online experience. Users experience a connected and accessible digital museum for engagement, creativity and learning.

Learning and creativity. Everyone has a wealth of opportunity to learn, research and create.

Participation and inclusion. Individuals, families and communities throughout Wales and beyond, shape and take part in inclusive and accessible cross-cultural activities for all.

Background

Amgueddfa Cymru has important holdings of historic and contemporary photography ranging from prints by early British photographers such as Calvert Jones and Roger Fenton, to the theatrical images of Angus McBean and the photo-journalism of Philip Jones Griffiths. These are supplemented by portrait photographs, studio albums and works by conceptual artists using photography as a medium of record. It is especially rich in documentary photography of the 20th century. This collection is being augmented by a major gift.

In addition the Museum also holds about 500,000 photographs across disciplines ranging from natural science to social and industrial history. These include images by unknown as well as famous photographers such as the Welsh photography pioneer John Dillwyn Llewelyn (1810-1882). The Museum also has a rich collection of photograph albums and books on photography, including a first edition of *The Pencil of Nature* by William Henry Fox Talbot.

A recent research project (2012-14) generously funded by the Esmée Fairbairn Charities has investigated the extent and potential of the Museum's photographic collections and has documented, curated and digitised a selection of around 12,000 images from across the Museum's curatorial disciplines. The work of the research project was also featured in an exhibition 'Natural Images' (National Museum Cardiff, 24 January – 19 April 2015).

The Department of Art is part of the Collections and Research Division. It cares for, studies, and presents the Welsh national collection of Fine and Applied Art from the Renaissance to the Present. The collection includes over 2,500 paintings, sculptures, and works in new media, 12,000 ceramics and other applied art objects and 35,000 prints and drawings, as well as a significant collection of photographs and works in digital media.

Amgueddfa Cymru is particularly known for its nineteenth-century French paintings and sculpture. We have a comprehensive collection of works by Welsh artists, with twentieth century figures predominating. The collection also includes European Old Master paintings, and works by leading eighteenth and nineteenth-century British artists. We have an unrivalled collection of eighteenth and nineteenth-century Welsh pottery and porcelain, major holdings of eighteenth-century Continental and English porcelain, and outstanding British silver, as well as historic glass, furniture, metalwork and oriental ceramics.

Main purpose of the post

The Senior Curator will have specialist expertise in the field of British and European photography from its origins to the present. They will innovate through creative participatory programmes to develop and share this knowledge and engage a wide audience with photography.

The Senior Curator will drive a continued 'overview' approach to the Photography collections across Amgueddfa Cymru following the end of the 'Natural Images' project, providing colleagues with advice and promoting the use and understanding of these collections. S/he will contribute to the curation and development of the collections of photography and will undertake research in that subject area that support Amgueddfa Cymru Vision outcomes.

The person appointed will lead a participatory exhibition, events and learning programme in the Museum's newly-designated Photography Gallery, online and through other channels, presenting photography as a creative and inspirational art form. S/he will devise programmes and events to engage the widest possible audience with Photography and innovate in widening access through this medium. S/he will build a strong professional reputation, and represent Photography within the museum and beyond.

Responsible to

Senior Curator, Prints and Drawings. However, line management within the Art Department may change following the recent appointment of a new Keeper of Art.

Responsible for

The post holder will be responsible for the management of voluntary and/ or temporary staff, as required.

Key Tasks and Responsibilities

Job Specific

14. To support the Senior Curator, Prints and Drawings and the Head of Fine Art in the strategic development of the collections and department and deliver agreed departmental and organisational objectives through developing a collections development strategy for photography to help define our future collecting strategy for photography across Amgueddfa Cymru.

15. Build the photography collection through making significant new acquisitions, and facilitate the development of all the photography collections across Amgueddfa Cymru.

16. Provide optimum and broad access to the photographic collections through participatory programming, sharing information and access initiatives.
17. Work collaboratively with the Learning, Exhibitions & New Media Division and other colleagues and partners on learning, participation interpretation and engagement initiatives.
18. Working collaboratively with colleagues and partners, to lead, plan and implement a continuous programme of temporary exhibitions in the Photography Gallery within the National Museum, presenting Photography as a creative and inspirational art form to a broad non-specialist audience. Support photography exhibitions on other museum sites and touring projects.
19. Working collaboratively with colleagues and partners, develop an inspirational programme of events and activity that will engage people of all ages in the practice of Photography.
20. Develop specialist knowledge about the history and contemporary practice of photography, sharing this through different media, lecturing and publishing in the field.
21. Contribute to Amgueddfa Cymru's reputation for scholarship and participatory practice~~,~~ nationally and internationally by engaging in a programme of research and its dissemination to increase knowledge of the collection and the subject among a wide audience.
22. Maintain the national and international profile of Amgueddfa Cymru by representing the Museum at conferences and photography festivals in the UK and overseas.
23. Work collaboratively with colleagues to deliver collection management activities, ensuring these comply with ethical standards and legal obligations as defined by the relevant corporate policies and procedures.
24. Document photographic material, contribute to Amgueddfa Cymru's online cataloguing system and develop content for our website, taking responsibility for the historic photography content and the associated database.
25. Develop knowledge of potential funding sources for acquisition, displays and research and develop funding bids.
26. Work with Enterprises to increase income generated by the photography collections across Amgueddfa Cymru.

Corporate

4. To participate actively in supporting the principles and practice of equality of opportunity as outlined in the organization's Equality & Diversity Policy.
5. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
6. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organization.

Outcomes

8. The achievement of the Museum's Vision commitments.
9. Amgueddfa Cymru delivers world-class research that is accessible through exhibitions, outreach and formal publication.
10. Amgueddfa Cymru's curatorial work is recognized as an exemplar, both nationally and internationally, of current museological thinking and practice.
11. Phototography at National Museum Cardiff is delivered to the highest standard to time and budget.
12. Section income targets are met.
13. The Photographic Collections and associated programmes are user-focused and contribute to enhancing Wales locally and internationally.
14. The team is motivated, committed and focused on meeting the Department's and Amgueddfa Cymru's strategic objectives and is agile and able to respond to changes in our operating environment.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge Required	
Evidence of expert knowledge of photographs and photographic practice from the 1830s to the present	A familiarity with the history of photography in Wales
An understanding of current practices in interpretation, public learning and engagement and creative display of photography	Track record of curating photography exhibitions and engaging diverse audiences through photography
Experience Required	
Experience in working with similar photographic collections in a museum or gallery environment to enhance public engagement and understanding	A record of publication. Familiarity with collection databases and conservation requirements for photography Experience of sourcing and collecting photography for a public institution Experience of developing diverse audience engagement with collections
Experience in the handling and display of photography	Experience of engaging audiences through display and programming
Demonstrable evidence of developing sound curatorial ideas and innovative ways of engaging audiences with content.	
Experience of interviewing and survey techniques and a strong awareness of methodologies.	
Academic Qualifications / Standard of Education	
A degree in the History of Art, Photography, or an allied subject, or equivalent practical professional experience.	A post-graduate qualification in Museum and/or Art Gallery Studies

Skills Required	
Keen visual awareness, a creative and imaginative approach to tasks, and the capacity to organize and structure visual and written information.	Ability to communicate in Welsh or a willingness to learn.
Excellent communication skills, both written and oral, with the ability to communicate the subject to a range of specialist and non-specialist audiences in a lively and accessible manner	Knowledge of a European foreign language. Experience of working with diverse communities
Excellent research skills and the ability to develop accurate and engaging content within tight deadlines.	Experience of disseminating research to diverse audiences
A high degree of computer literacy with knowledge of Windows-based and database applications. A confident user of internet, email and social media.	
Personal Factors Required	
Excellent interpersonal skills with the ability to work with colleagues across Amgueddfa Cymru in a constructive and supportive manner and to build effective relationships with external partners.	
A flexible approach and the ability to work under pressure, effectively balancing administrate demands with project work and the care of collections.	
An ability to work on own initiative	
A collaborative approach to team working.	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work and the ability to apply these in practice.	
An interest in and commitment to the work of Amgueddfa Cymru.	

Competencies Specific to this Post

The successful applicant will need to demonstrate the following (please see the "**Recruitment Guidance**" for advice on how to complete the application form):

Core Competency	Example Behaviour
Working Positively with others	A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment. Accumulates knowledge and information in an organized, retrievable way.
Embracing Learning, Change and Creativity	An appetite for learning. Soaks up as much relevant knowledge and experience as possible. A flexible, evolving and solution-focused approach that delivers a genuinely value-added service to internal and external customers.
Commitment to Customer focus	Demonstrates a genuine desire to work with and serve their customers. Engages positively with customers, developing a clear understanding of their needs and does all that is feasible to satisfy them.
Delivery of effective outcomes	Is able to prioritise appropriately. Demonstrates a good sense of priorities structures their workload effectively and delivers consistently good results. Manages own workload and own behaviours in a context of competing demands and changing priorities.
Commitment to Diversity & Social Responsibilities	Develops a growing awareness of the benefits of diversity among visitors and colleagues. Encourages and adopts practice that reduces the environmental impact of activities.

Terms and conditions of service

Starting Salary	Grade E - £24,523.91 - £31,143.17 per annum (based on the full-time equivalent of £25,925.28 - £32,922.78) Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Permanent
Contract Hours	35 hours per week.
Probation	The post is subject to a probationary period of 6 months
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

Benefits in working for Amgueddfa Cymru

Annual leave	27 days on appointment, rising to 32 days after 5 years service, plus a privilege day at Christmas and 8 bank holidays (for full time staff). The days are pro-rated for staff who work part-time.
Flexitime	In order to enable staff to meet their work life balance requirements and help manage their time as effectively as possible, we operate a flexitime system. The scheme is open to all staff except for those who work on a rota basis. New staff will be informed on appointment of their eligibility for the scheme.
Pension	We offer permanent employees a final salary occupational pension Scheme (The National Museum of Wales Pension Scheme). The employee contribution is currently 9%.
Training & development **Induction training**	We are committed to providing excellent training and development opportunities for all employees. We provide a comprehensive Induction Training session for all new members of staff on appointment.
Childcare Vouchers	A childcare voucher scheme is available which enables you to take part of your salary in childcare vouchers which are then free from tax and National Insurance contributions (up to the value of £55 per week). The vouchers can then be used to pay for your childcare provider.
Family friendly working practices	We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and variable working.
Travel Loan Scheme	Staff may apply for an interest free travel loan to purchase an annual or quarterly bus or rail season ticket up to the value of £1,500 or a bicycle up to the value of £300.
Health & Fitness scheme	We have established membership of fitness clubs at special discounted rates for staff where you can save 25% on the cost of standard membership.

Display Screen Equipment	Amgueddfa Cymru will arrange (for employees who normally use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time on a daily basis) to have discounted rate on spectacles at Specsavers.
Benefit schemes:	**Beneden Healthcare Society:** Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.beneden.org.uk **WHA (Welsh Hospitals & Health Services Association):** WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk **Credit Union Scheme:** We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organization, owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.
Staff discount scheme	All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.
Trade unions	Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organization to which you belong, including the right to apply for and hold office. The Unions we recognise are Prospect, PCS and FDA.

How to apply:
Applicants for the post should complete our on-line application form which can be found on the Jobs page on our website at www.museumwales.ac.uk. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position.

Completed forms should be returned by e-mail to:
hr@museumwales.ac.uk

or posted to:

The Human Resources Department
Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP
Telephone: (029) 2057 3306 Fax: (029) 2057 3370

Please note that all vacancies close at 5pm on the closing date. No applications will be accepted after this time.

We will need you to submit the Vetting and Equality Monitoring Forms before we can process your application.

Please use the section of the application form headed “post applied for” to state clearly whether you want to be considered for full-time or part-time jobs (or both). **Please do not send us your CV – we will only consider completed application forms.**

Unfortunately, due to the number of applications we expect in respect of this post, it will not be possible to write personally to each unsuccessful applicant. However, interviews are normally arranged within three weeks of the closing date.

Please be aware that the cost of returning the completed application form and any attachments to the HR Department will be more than the price of a single first class stamp.

Amgueddfa Cymru — National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.