****

**Cyd-Gyfarwyddwr Artistig (Cyfnod Mamolaeth)**

PECYN RECRIWTIO

HYDREF 2020

**Yn atebol i** - Jenny Hughes, Is-Gadeirydd

**Cyflog:** £31,200 per annum pro rata.

**Cytundeb**: Swydd llawn amser yw hyn, i lenwi cyfnod 9 mis o gyfnod mamolaeth. Y dyddiadau cychwyn dechreuol wedi amser y cyhoeddiad yw 14 Rhagfyr 2020 i 17 Medi 2021. I’w werthuso ar ôl tri mis, gyda’r potensial o gynyddu’r oriau gweithio.

**Oriau Gweithio**: 3 Diwrnod (21 awr) yr wythnos, i gyd-fynd gyda’r tim eang.Oriau gweithio cyffredinol yw 10am - 6pm, Dydd Llun - Gwener, gyda 1 awr heb dal am ginio. Bydd oriau gweithio achlysurol gyda’r nos a’r penwythnos ei angen.

**Cyfnod Gwyliau**: 25 diwrnod o wyliau a gwyliau banc ar raddfa pro-rata.

**Pensiwn**: Cafwyd cyflogwyr eu hymrestri i’r ‘Cynllun Pensiwn Gweithio Common Wealth (NEST) wedi’i gwblhau o gyfnod profi o 3 mis. Gell y gweithiwr dewis i beidio bod yn rhan o hwn os oes well ganddyn nhw.

**Lleoliad Gweithio**: Lleolwyd Common Wealth yn Bradford, Lloegr a Caerdydd, Cymru. Bydd y swydd yma wedi’i leoli yng Nghaerdydd. I’r swydd yma, mae’r man gweithio yn Neuadd Llanrumney, Heol Ball, Llanrumney, Caerdydd, CF3 4JJ. Ar hyn o bryd mae’r tim Common Wealth i gyd yn gweithio o gartref gyda’r cyfarfod achlysurol wyneb wrth wyneb.

**Cyfeiriadau**: Mae pob cynnig o gyflogaeth yn amodol i ddau gyfeirnod boddhaol. Byddwn yn gofyn am ganiatad yr ymgeiswyr cyn cysylltu gydag unrhyw cyfeirnod.

Rydym wedi yrywio i ehangu hygyrch a  Chydraddoldeb ac Amrywiaeth ymysg ein staff. Rydym yn awyddus i glywed gan bobl sydd wedi’i dad-gynrichioli yn y celfyddydau oherwydd eu dosbarth cymdeithasol, cefndir amlhiliol neu anabledd.

**AM THEATR COMMON WEALTH**

“The Company who burst open our consciousness” Lyn Gardner, The Guardian

Mae Common Wealth yn gwmni theatr site-specifig, wobrwyol sy’n creu theatr sy’n dod a synau electronig, ysgrifennu newydd, dylunio delweddon a ferbatim at ei gilydd. Mae ein gwaith yn wleidyddol ac yn fodern. Rydym wedi’i lleoli yn Bradford a Gaerdydd, ac yn creu gwaith sy’n teithio dros y DU ac yn rhyngwladol. Mae ein cynyrchiadau mwyaf diweddar yn gynnwys I Have Met the Enemy (and the enemy is us) (Northern Stage), Radical Acts, We’re Still Here (National Theatre Wales), No Guts, No Heart, No Glory, (Gwobr Scotsman Fringe First / Yn Fyw TVC on BBC4), Our Glass House, (Gwobr Amnesty Freedom of Expression.)

Mae ein gwerthoedd i’w weld yn enw ‘Common Wealth’, sy’n pwyntio i’r llwyth o brofiadau, straeon a dychymyg mewn lleoliadau sydd wedi’i disgrifio fel ‘tlawd’ neu’n ‘o werth’ datblygiad diwylliannol. O fod yn gyffredin ac yn gyffredinol gyda’n gynulleidfaoedd, rydym yn creu profiadau i’w rhannu. Mae ein gwaith wedi’i lleoli yng nghalon cymunedau lle creuan ein cynhyrchiadau gyda pherthnasedd rhyngwladol. Mae Common Wealth yn gweld ei gwaith fel ymgyrch sy’n cyfrannu at wneud newid yn bosib. Credwn yn gryf fod pob cynhyrchiad yn effeithio ac yn cysylltu mewn ffurfiau unigryw i gael effaith ar fywydau pobl.

Mae ‘Common Wealth’ wedi’i arwain gan Gyd-gyfarwyddwyr Artistig Rhiannon White ac Evie Manning, ac mae’r ddwy yn byw ac yn gweithio o’i gartrefi yng Nghaerdydd a Bradford. Wrth weithredu o’r ddau leoliad hyn, rydym yn rhedeg rhaglen o ddigwyddiadau site-specifig sy’n teithio dros raddfa eang, gwaith cyfranogol arloesol, datblygu artistiaid, ‘Speakers Corner’ (wedi’i arwain gan fenywod a merched) a’r rhaglen waith cydweithredol fel rhan o’r rhwydwaith teithio Moving Roots.

“Common Wealth will be changing the way we look at the world for years to come” John McGrath, Cyfarwyddwr Artistig, Gwyl Rhyngwladol Manceinion

Cyd-Gyfarwyddwr Artistig Caerdydd (Cyfnod Mamolaeth)

Mae Common Wealth yn chwilio am artist eithriadol ac arweinydd uchelgeisiol i warchod cyfnod o famolaeth. Wrth i Rhiannon White, Cyd-Cyfarwyddwr Artistig o Gaerdydd, camu’n ôl am ei gyfnod mamolaeth, bydd y swydd yma yn gwarchod ei gyfrifoldebau.

Byddant yn gweithio wrth ochr Cynhyrchydd y cwmni, Camilla Brueton a Chynhyrchydd Cymdeithasol, Chantal Williams, er mwyn barhau i ehangu ar waith eithriadol y cwmni yn Nwyrain Caerdydd.

Byddent yn arwain y cwmni trwy ei rhaglen greuadigol, ac yn helpu siapio a thyfu’r gwaith ar sail gweledigaeth a chenhadaeth Common Wealth.

Fel person llawn cymhelliant ac yn uchelgeisiol, byddwch yn gyfraniad profiadol ac yn egnïol i’r tîm. Byddwch yn angerddol am grey theatr wleidyddol i gynulleidfaoedd dosbarth gweithiol a gyda chwilfrydedd i weithio mewn ffurfiau gwahanol. Dylech ffeindio’n hawdd cyfathrebu ar lafar ac ysgrifennol ac yn mwynhau adeiladu perthnasau cydweithredol.

Byddwch yn angerddol am newid cymdeithasol ac am sut mae’r celfyddydau yn gweithio fel rhan o’r byd newidiol.

Cyfrifoldebau

**ARTISTIG**

• I ddarparu dylanwad ac arwenyddiaeth i weithgareddau’r cwmni i gyd, gan gynnwys perfformiadau a phrosiectau lleol.

• Cynhyrchu/arwain rhaglen Common Wealth Caerdydd

• I barhau i adeiladu ar gydweithrediad a phartneriaid artistig

• I gefnogi artistiaid ar gyflwyniad proses a chynyrchiadau

• I gefnogi gwaith ymarferol cyd-cynhyrchol - sut mae’n edrych a sut gyflwynwyd mewn cydweithrediad gyda’r Cynhyrchydd Cymdeithasol a’r Seinfwrdd Dwyrain Caerdydd.

• I ail-ddiffynuo beth yw theatr, a beth gall theatr fod i bobl - ac i adeiladu hyn i gyd i gyflwyniad gwaith Common Wealth pob tro.

• I gynllunio a chyflwyno gweithdai creadigol

• I gyd-greu rhaglen o weithgareddau gyda Rhwydwaith Moving Roots a Seinfwrdd Dwyrain Caerdydd

**RHEOLWR LLINELL**

• Rheoli’n llinynnol y Cynhyrchydd Caerdydd a’r Cynhyrchydd Cymunedol

• I ysgogi’r tîm a’r staff artistig fel mae angen

• Ysbrydoli cydweithwyr er mwyn iddyn nhw gyrraedd eu gallu, ac i greu cyfleoedd newydd i'w datblygiad.

• Yn cefnogi cyfleoedd cyfartal ac i eirioli newid cymdeithasol.

• Cefnogi’r Cynhyrchydd a’r Rheolwr Cwmni i oruchwylio a rheoli cyllid Caerdydd

• I gynnal cyfarfodydd wythnosal gyda’r tim yng Nghaerdydd ac yn fynychu cyfarfodydd pob pythefnos gyda’r tim i gyd.

**CODI ARIAN**

• I arwain cyflwyniad o’r strategaeth a chynllun codi arian Caerdydd

• I weithio gyda’r tîm i ysgrifennu enwebon godi arian.

**STRATEGAETH**

• I ddarparu arweinyddiaeth gryf a ddylanwadol er mwyn i Common Wealth llwyddo yn eu hamcanion.

• I fynychu a darparu mewnbwn at gyfarfodydd eang y cwmni.

• I ysgrifennu adroddiadau gweithredol i Common Wealth Caerdydd ac i fynychu cyfarfodydd bwrdd y cwmni.

**EIRIOLAETH**

• I sefyll fel eiriolydd i weithgareddau Common Wealth pob tro

• I barhau i adeiladu ar berthynasai gyda phartneriaid strategol

• I gynrychioli’r cwmni at ddigwyddiadau allanol

• I oruchwylio elfennau marchnata a cyfarthrebu Common Wealth Caerdydd, gan gynnwys cyfrannu at gynlluniau cyfryngau cymdeithasol.

**ARALL**

• I hybu, ac i actio o fewn polisiau Common Wealth i gyd.

• Gwneud yn siŵr fod diwylliant Common Wealth yn saff ac yn gynhwysol, cydweithredol ac yn gefnogol - gan gynnwys fod yn feiddgar ac yn uchelgeisiol.

• I fod yn aelod cefnogol a weithredol o’r tim Common Wealth

• I wneud yn siwr fod Common Wealth yn gweithredu i’r safonau moesegol uchaf

• I gymryd cyfrifoldeb dros gynhaliaeth y system archif/ffeilio a’r bas data.

• I gyfrannu i a chymryd rhan yn brosesau monitro a gwerthuso

**MANYLEB PERSON**

**SGILIAU, GWYBODAETH A PHROFIAD HANFODOL**

• Profiad o fewn swydd arwenyddiaeth artistig yn y celfyddydau, gyda phrofiad o gyflawni prosiectau/cynhyrchiadau llwyddiannus.

• Diddordeb eithriadol o waith Common Wealth ac ymrwymiad i’n gweledigaeth a gwerthoedd craidd,

• Profiad, adnabyddiaeth a dealltwriaeth o gyd-greu fel ymarfer artistig.

• Diddordeb a phrofiad o fewn cyflwyno gwaith site-specifig, theatr ddi-traddodiadol o fewn cymunedau, gofodau dadansoddol a gofodau cyhoeddus.

• Y gallu i ddylanwadu ac i gymhelli staff a creadigwyr i gydweithredu gyda chydweithwyr er mwyn datrys cyfleoedd newydd, i ddatblygu syniadau ac i ddatrys problemau yn greadigol.

• Y gallu i weithio’n effeithiol o dan bwysau eithriadol ac yn llif digwyddiadau prysur.

• Profiad o a brwdfrydedd i arwain timoedd bach.

• Profiad o weithio gyda phobl o gefndiroedd amrywiol.

• Sylw at fanyldeb gwych, a'r gallu i gyflwyno dulliau gweithio gydag yn rhesymegol

• Hyderus gydag amryw o raglenni TG, ac yn gyfforddus i weithio gyda thechnoleg

• Sgiliau llenyddol cryf

• Cymhelliant am newid cymdeithasol

**DYMUNOL**

• Profiad o weithio o fewn marchnata a chyfathrebu, gyda dealltwriaeth o ddatblygiad gynulleidfaoedd.

• Profiad o godi arian gyda phrofiad llwyddiannus yn y celfyddydau, diwylliannol neu’r sector elusennol eang.

* Sgiliau iaith Gymraeg

**Y BROSES YMGEISIO**

Er mwyn ymgeisio, dylech gyflwyno, os gwelwch yn dda:

Eich CV a’r ffurflen gais, ar gael o’n wefan www.commonwealththeatre.co.uk

Dyled ymgeiswyr cynnwys manylion cyswllt ac 2 cyfeirnod. Byddwn yn gofyn caniatâd cyn cysylltu gydag unrhyw gyfeiriadau.

I ymgeisio, dylech ddanfon eich cais, CV ac ffurflen cyfleoedd cyfartal wedi’i gwbwhal dros ebyst gyda ‘AD Cyfnod Mamolaeth Caerdydd’ yn y llinell pwnc i camilla@commonwealththeatre.co.uk erbyn 5pm Dydd Llun 9fed o Dachwedd.

Cyfweliadau - 16eg Tachwedd 2020

Dyddiad Dechrau - 14ef Rhagfyr 2020

Os hoffech gael sgwrs anffurfiol a cyfrinachol am y swydd, cysylltwch â Rhiannon White rhiannon@commonwealththeatre.co.uk

Gell ffeindio allan mwy am ein rhaglen yng Nghaerdydd ar ein wefan

<https://commonwealththeatre.co.uk/cardiff/>

**Job Title:** Cardiff Artistic Director, Maternity Cover

**Responsible to:** Jenny Hughes, Vice Chair

**Salary:** £31,200 per annum pro rata.

**Contract:** This is a part-time position, to cover a 9 month period of maternity leave.  Provisional contract dates at the time of advertising are from 14 December 2020 to 17 September 2021. To be reviewed three months, with potential of increasing hours if required.

**Hours of work:** 3 days (21 hours) per week, to fit in with the wider team. General office hours are 10am - 6pm, Monday to Friday with one unpaid hour for lunch. Occasional evening and weekend work will be required.

**Annual Leave:** 25 days annual leave plus bank holidays on a pro-rata basis

**Pension:** Employees are automatically enrolled onto Common Wealth’s Workplace Pension (NEST) after completion of a three- month probationary period. They can opt out if preferred.

**Place of work:** Common Wealth are based in Bradford, England and Cardiff, Wales. This role will be based in Cardiff. For this role the place of work is Llanrumney Hall, Ball Road, Llanrumney, Cardiff, Cf3 4JJ. Currently the Common Wealth team are working from home with occasional in-person meetings.

**References:** All offers of employment subject to receipt of two satisfactory references. We will seek your permission before making direct contact with any referees.

*We are committed to widening access and promoting Equality and Diversity among our staff. We are particularly interested in hearing from people who are under-represented in the arts sector due to their social class, ethnic background or disability.*

**ABOUT COMMON WEALTH THEATRE**

**“The Company who burst open our consciousness” Lyn Gardner, The Guardian**

Common Wealth are an award-winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally. Recent productions include I Have Met the Enemy (and the enemy is us) (Northern Stage), Radical Acts, We’re Still Here (National Theatre Wales), No Guts, No Heart, No Glory, (Scotsman Fringe First Award / Live from TVC on BBC4), Our Glass House, (Amnesty Freedom of Expression Award.)

Our values are expressed in our name ‘Common Wealth’ which points to the wealth of experiences, stories and imagination in places and communities often dismissed as ‘poor’ or ‘in need’ of cultural development. In being common and in being in common with our audiences, we create riches to share. Our work is rooted in the communities where productions are made and it has international relevance; we have seen the universal nature of the stories we present connect with people across the world. Common Wealth sees its work as a campaign that contributes to making change possible. We believe that each production has a series of ripples from it and different ways of connecting and having impact on people’s lives.

Common Wealth is led by Co-Artistic Directors Rhiannon White and Evie Manning who both live and work from their hometowns, Cardiff and Bradford respectively. Operating from these two locations we run a programme of activity that spans large-scale site-specific touring productions, ground-breaking participatory work, artist development, Speakers Corner (a social space led by women & girls) and the programming of co-created work as part of the Moving Roots Touring Network.

***“Common Wealth will be changing the way we look at the world for years to come”*** John McGrath, Artistic Director, Manchester International Festival

**Artistic Director Cardiff (Maternity Cover)**

Common Wealth is looking for an exceptional and ambitious artistic director to cover a period of maternity leave. As Rhiannon White, Co-Artistic Director based in Cardiff will be stepping back for maternity, this role will cover aspects of her role and responsibilities.

The successful applicant will work alongside Producer, Camilla Brueton and Community Producer, Chantal Williams to continue to expand the ground-breaking work of the company in Cardiff East.

You will lead the company through its Cardiff creative programme, and help shape and grow the work in line with Common Wealth’s vision and mission.

Highly -motivated and ambitious, you will have a wealth of experience and energy to bring to our small team. You will be passionate about making political theatre for working-class audiences and have a curiosity and desire to work in new ways.  You find it easy to communicate verbally and in writing and enjoy building collaborative relationships.

You will be passionate about social change and how the arts can have a role in changing the world.

**Responsibilities**

**ARTISTIC**

* Providing inspiration and leadership for Common Wealth Cardiff activities, especially performances and local projects
* Producing/ leading on Common Wealth Cardiff’s programme
* Continuing to build on artistic collaborations and partnerships
* Supporting artists on delivery of process & productions
* Supporting co-created practice on the ground - what it looks like and how it’s delivered in collaboration with the Community Producer & Cardiff East Sounding Board.
* Demystify what theatre is and can be for people – building this into the foundations of all Common Wealth’s delivery.
* Planning and delivery of creative workshops
* Co-creating programming activities with Moving Roots Network and Cardiff East Sounding Board

**MANAGEMENT**

* Line managing the Cardiff Producer and Community Producer
* Motivating team and other artistic staff as appropriate
* Inspiring collaborators to enable them to achieve their potential, creating new opportunities for their development
* Championing equal opportunity and being an advocate for social change
* Supporting the Producer and Company Manager to oversee and manage Common Wealth’s Cardiff finances.
* Holding weekly meetings with the Cardiff team and attending fortnightly meetings with whole company team.

**FUNDRAISING**

* Overseeing the delivery of the Cardiff fundraising strategy and plan
* Working with the team to write funding bids

**STRATEGY**

* Providing strong, inspirational leadership to enable Common Wealth Cardiff to achieve its objectives.
* Attending and providing input to company wide meetings.
* Writing executive report for Common Wealth Cardiff and attending company board meetings

**ADVOCACY**

* Acting as an ambassador for Common Wealth at all times
* Continuing to build on strong relationships with partners
* Representing the organisation externally at events
* Overseeing Common Wealth Cardiff’s marketing and communications including contributing to social media planning

**OTHER**

* Promote, and act within, all of Common Wealth’s policies
* Ensuring the culture of Common Wealth is inclusive, collaborative, safe and supportive, as well as artistically bold and ambitious
* Being an active and supportive member of the Common Wealth staff team
* Ensuring Common Wealth operates to the highest ethical standards
* Taking responsibility for the maintenance of good filing/archive systems and database
* Contributing to and participating in monitoring and evaluation

**PERSON SPECIFICATION**

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

* Proven experience in an artistic leadership role within the arts with a demonstrable track record of successful project/production delivery
* An informed interest in the work of Common Wealth and a commitment to our vision and core values
* Experience, knowledge or understanding of co-creation as a artistic practice
* Interest in and experience of delivering site-specific, non-conventional theatre within communities, found spaces, public spaces
* Ability to inspire and motivate staff and creatives, and collaborate with colleagues to identify new opportunities, generate ideas and creatively solve problems
* Ability to work effectively under significant pressure and in the flow of fast-moving events
* Experience of and enthusiasm for leading small teams
* Experience of working with people from a range of backgrounds
* Excellent attention to detail; can demonstrate logical and methodical approach
* Adept with various IT packages and comfortable working with technology
* Strong literacy skills
* A desire for social change

**DESIRABLE**

* Experience of working with marketing and communications and an understanding of audience development
* Experience of fundraising with a successful track record in the arts, cultural or wider charitable sector
* Welsh language skills

**APPLICATION PROCESS**

To apply please submit your application, CV and completed equal opportunities form by email with ‘Cardiff AD Maternity Cover’ in the subject line to camilla@commonwealththeatre.co.uk by **5pm on Monday 9th November**.

Interviews – w/c 16th November 2020

Induction/ start date- 14th December 2020

If you would like to have an informal, confidential conversation about the role, please contact Rhiannon White - rhiannon@commonwealththeatre.co.uk

You can find out more about our Cardiff programme on our website <https://commonwealththeatre.co.uk/cardiff/>