威尔士华人协会/ Chinese In Wales Association / Cymdeithas Tsieiniaidd Yng Nghymru
2nd Floor, Arts Wing, Swansea Grand Theatre, Singleton Street, Swansea, SA1 3QJ
01792-469919 // info@chineseinwales.org.uk // www.chineseinwales.org.uk
微信公众号：威尔士华人圈 // Facebook, Twitter, Wechat #Chineseinwales

Job reference No.	**V-F230803**
Job Title:	**FILMMAKER/VIDEOGRAPHER**
Employer:	Chinese In Wales Association
Location:	Swansea head office and remote working, Wales wide travel if required
Contract:	Freelance contract for services September 2023 – June 2024
Project:	OUR STORIES – Collecting the oral histories of the Chinese community in Wales
Salary:	£300 per day, 32 days available during the length of the contract, details to be agreed
Reporting to:	Project Manager

Gwnaed yn bosibl gan Cronfa Treftadaeth
Made possible with Heritage Fund

Job Description

Job Purpose/Role Summary
The videographer will be responsible for using their creative and technical skills to capture oral history interviews for a special Heritage project within the Chinese community. You will work closely with the project team to film and edit video content that will be hosted on a digital gallery and used for educational and archival purposes.

Key Responsibilities
• Work with the project team to schedule and coordinate filming sessions with interview subjects. • Provision of, set up and operation of video equipment including cameras, microphones, and lighting. • Conduct test shots and make any necessary adjustments to ensure high-quality video and audio. • Record oral history interviews in accordance with established project guidelines and standards. • Edit video footage and produce final versions with translation options that meet project requirements. • Ensure proper storage and maintenance of project files. • Collaborate with the project team to ensure that all project goals and objectives are met. • Attend project-related meetings and participate in project evaluation activities, including providing feedback on the interview filming process, production and project outcomes. Any other duties commensurate with the role.

Person Specification

	Essential	Desirable
Qualifications	• Degree in videography, film production, or a related field and/ or 2 years professional experience	
Experience	• Proven experience as a videographer, with a strong portfolio showcasing video production skills with community, documentary or oral history work desirable	• Previous engagement with diverse communities
Knowledge		• Knowledge of Chinese culture

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Skills	• Expertise with video equipment and software, including cameras, microphones, lighting, and editing software • Excellent interpersonal and communication skills, with the ability to work effectively with interview subjects and project team members • Strong attention to detail and ability to ensure high-quality video and audio recordings • Ability to work independently and collaboratively in a team environment	• Language skills in Mandarin or Cantonese
Attitude	• Positive attitude with a can-do mindset • Strong work ethic and ability to work under pressure • Flexibility to work outside of normal business hours and travel to filming locations as needed. • Cultural sensitivity and appreciation for diversity	

This job description and person specification is not exhaustive and serves only to highlight the main requirements of the post holder. The job description will be reviewed regularly and may be subject to change for the purpose of the funded project.

As an equal opportunities employer CIWA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join CIWA.

We welcome applications from self-employed individuals interested in this role, and are open to discussing employment options including job sharing and being employed under the payroll. Please indicate your preference when applying for the role.

To apply, please email your CV and cover letter to hr@chineseinwales.org.uk

Closing Date for the application: 28th August 2023

Cyfeirnod swydd Rhif	**V-F230803**
Teitl y Swydd :	**GWNEUTHURWR FFILM /FIDEOGRAFYDD**
Cyflogwr :	Cymdeithas Tsieineaidd yng Nghymru
Lleoliad :	Prif swyddfa Abertawe a gweithio o bell, teithio ledled Cymru os oes angen
Contract:	Contract llawrydd ar gyfer cynnig gwasanaeth rhwng Medi 2023 - Mehefin 2024
Prosect	EIN STRAEON – Casglu hanesion llafar y gymuned Tsieineaidd yng Nghymru
Ffi :	£300 y diwrnod, 32 diwrnod ar gael yn ystod hyd y cytundeb, manylion i'w cytuno
Adrodd i :	Rheolwr Prosiect

Gwnaed yn bosibl gan Cronfa Treftadaeth
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Disgrifiad Swydd

Pwrpas y Swydd / Crynodeb o'r Rôl
Bydd y fideograffydd yn gyfrifol am ddefnyddio eu sgiliau creadigol a thechnegol i gofnodi cyfweliadau hanes llafar ar gyfer prosiect Treftadaeth arbennig o fewn y gymuned Tsieineaidd. Byddwch yn gweithio'n agos gyda thîm y prosiect i ffilmio a golygu cynnwys fideo, trwy oriel ddigidol, a fydd yn cael ei ddefnyddio at ddibenion addysgol ac archifol.

Prif Ddyletswyddau
• Gweithio gyda thîm y prosiect i drefnu a chydlynu sesiynau ffilmio gyda cyfweledigion. • Darparu, gosod a gweithredu offer fideo gan gynnwys camerâu, meicroffonau a goleuadau. • Cynnal profion ffilmio a gwneud unrhyw addasiadau angenrheidiol i sicrhau fideo a sain o ansawdd uchel. • Cofnodi cyfweliadau hanes llafar yn unol â chanllawiau a safonau prosiect sefydledig. • Golygu ffilm fideo a chynhyrchu fersiynau terfynol gydag opsiynau cyfieithu sy'n bodloni gofynion y prosiect. • Sicrhau storio a chynnal a chadw priodol o ffeiliau prosiect. • Cydweithio â thîm y prosiect i sicrhau bod holl nodau ac amcanion y prosiect yn cael eu bodloni. • Mynychu cyfarfodydd prosiect a chymryd rhan mewn gweithgareddau gwerthuso prosiect, gan gynnwys rhoi adborth ar y broses ffilmio cyfweliad, cynhyrchu a chanlyniadau prosiect. Unrhyw ddyletswyddau eraill sy'n gymesur â'r rôl.

Manyleb Person

	Hanfodol	Dymunol
Cymwysterau	• Gradd mewn fideograffeg, cynhyrchu ffilm, neu faes cysylltiedig a/neu 2 flynedd o brofiad proffesiynol	•
Profiad	• Profiad profedig fel fideograffydd, gyda phortffolio cryf yn arddangos sgiliau cynhyrchu fideo gyda gwaith	• Ymgysylltu blaenorol â chymunedau amrywiol

	cymunedol, dogfennol neu hanes llafar yn ddymunol	
Gwybodaeth	•	• Gwybodaeth am ddiwylliant Tsieineaidd
Sgiliau	• Arbenigedd gydag offer a meddalwedd fideo, gan gynnwys camerâu, meicroffonau, goleuo, a meddalwedd golygu • Sgiliau rhyngbersonol a chyfathrebu rhagorol, gyda'r gallu i weithio'n effeithiol gyda cyfweledigion ac aelodau tîm y prosiect • Sylw cryf i fanylion a'r gallu i sicrhau recordiadau fideo a sain o ansawdd uchel • Y gallu i weithio'n annibynnol ac ar y cyd mewn amgylchedd tîm	• Sgiliau iaith mewn Mandarin neu Gantoneg
Agwedd	• Agwedd gadarnhaol gyda meddylfryd 'gallu gwneud' • Moeseg waith gref a'r gallu i weithio dan bwysau • Hyblygrwydd i weithio y tu allan i oriau busnes arferol a theithio i leoliadau ffilmio yn ôl yr angen. • Sensitifrwydd diwylliannol a gwerthfawrogiad o amrywiaeth	•

Nid yw'r disgrifiad swydd a manyleb y person yn hollgynhwysfawr - maent er mwyn amlygu prif ofynion deiliad y swydd. Bydd y disgrifiad swydd yn cael ei adolygu'n rheolaidd a gall fod yn destun newid at ddiben y prosiect a ariennir.

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Fel cyflogwr cyfle cyfartal, mae CIWA wedi ymrwymo i drin yn gyfartal yr holl weithwyr presennol a darpar weithwyr ac nid yw'n cydoddef gwahaniaethu ar sail oedran, anabledd, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil neu ethnigrwydd, crefydd neu gred, hunaniaeth o ran rhywedd, neu briodas a phartneriaeth sifil.

Ein nod yw cael gweithle amrywiol a chynhwysol ac rydym yn annog yn gryf ymgeiswyr â chymwysterau addas o ystod eang o gefndiroedd i wneud cais ac i ymuno â CIWA.

Rydym yn croesawu ceisiadau gan unigolion hunangyflogedig sydd â diddordeb yn y rôl hon, ac rydym yn barod i drafod opsiynau cyflogaeth gan gynnwys rhannu swydd a chael eich cyflogi o dan y gyflogres. Nodwch eich dewis wrth wneud cais am y rôl.

I wneud cais, e-bostiwch eich CV a llythyr eglurhaol i hr@chineseinwales.org.uk

Dyddiad cau ar gyfer ceisiadau: 28ain o Awst 2023