



2020/21 青少年之友 - 暑期實習計劃

實習期：2021 年 6 月至 8 月

要求

本會現正招募優秀的本港或海外大專生，並須具備以下條件：

- 對表演藝術有基本認識
- 大專生，主修學科不限
- 流利廣東話及英語，備良好溝通技巧
- 主動，適應力強，學習能力佳，富團隊精神
- 有舉辦活動經驗較佳
- 良好中英文說話及寫作能力
- 熟悉電腦軟件操作，如 MS Word、Excel 及中文文書處理
- 懂圖像設計及使用圖像設計軟件者較佳
- 能於實習期間每週工作 24 小時，總實習時數須超過 250 小時（如果需要超時工作，可獲補假）

計劃特色

在為期三個月的實習計劃中，實習生將透過實際工作及培訓，從而認識藝術行政行業及其運作。實習生會被調配到指定團隊實習，於指導下參與團隊日常工作及項目，吸取實際工作經驗。主管會對實習生的表現作出評核及給予意見，協助實習生了解自己的長處及潛能，在未來事業上有更好的發揮。

在實習期間，所屬部門會為實習生提供全面的支援及協助。表現優異的實習生於完成實習後，將獲發推薦信，畢業後將獲優先考慮加入外展團隊。

招募時間表

開始接受報名	2021年4月14日(三)
截止報名	2021年5月3日(一)
面試	2021年5月上旬
獲選通知	2021年5月下旬
實習期	2021年6月至8月 (一星期3天, 共12星期, 實際實習日期將與獲選者另議)

申請須知

此實習計劃會根據《最低工資條例》(第608章)豁免法定最低工資。

工作經驗學員須就獲豁免學生僱用期作出法定聲明及簽署並提交「工作經驗學員」身份確認書。津貼：在法定最低工資豁免期間，工作經驗學員每個工作日(8小時)可獲100港元作膳食和交通津貼。

學生也可以申請為實習學員，以完成課程的必修或選修部分。學生須簽署並提交「實習學員」身份確認書，並協助安排其教育機構認可此實習計劃的文件。
津貼：不適用。

詳情請參閱：

http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf

申請方法

請將個人履歷於 **2021年5月3日(一)** 前電郵至 afyfs@hkaf.org (主旨請註明「2020/21 青少年之友 - 暑期實習計劃」)。

**備註：申請者如在 5 月 10 日 (一) 前未獲邀參加面試，表示公司未能考慮其申請。
落選申請者將不作個別通知。**

查詢

熱線：2824 2203

電郵：afyfs@hkaf.org



2020/21 Young Friends Summer Internship Programme

Internship Period: June – August 2021

Requirements

We are looking for high-caliber students from Hong Kong or overseas universities who meet the following criteria:

- Basic knowledge of performing arts
- Tertiary students (all fields welcome)
- Good communication skills in Cantonese and English
- Proactive, flexible and able to learn quickly, a good team player
- Experience of project management preferred
- Proficient in written and spoken English and Chinese
- Familiar with software such as MS Word, Excel & Chinese Word Processing
- Knowledge of graphic design preferred
- Available full-time during the internship period (Participants are normally required to work 24 hours per week, minimum 250 hours in total. Overtime work where necessary, will be compensated by time-off in lieu.)

Programme Features

Our three-month programme provides interns with exposure to Arts administration and knowledge of operations through practical work and training. Interns will gain hands-on experience working on assignments and projects under the coaching of supervisors. Supervisors will provide feedback on performance to help interns identify their strengths and potential for future career development.

The team will offer interns full support to facilitate learning throughout the programme. Outstanding interns will be given reference letter and preference as part of the outreach team after graduation.

Recruitment Calendar

Enrollment opens	14 April 2021 (Wed)
Deadline	3 May 2021 (Mon)
Interviews	Early May 2021
Appointments	End of May 2021
Internship period	June – August 2021 (3 days per week, 12 weeks in total, exact internship period will be discussed after appointments)

Application Notes

This internship is under exemption from Statutory Minimum Wage under the Minimum Wage Ordinance (Cap. 608).

Work experience students will be required to sign and submit the Statutory declaration made by a work experience student for a period of exempt student employment and Confirmation of student status for “work experience student”. **Allowance:** \$100 meal and transportation allowance will be provided per working day (8 hours) for work experience students during the period of exemption from Statutory Minimum Wage.

Students may also apply for **credit-bearing internships** as student interns to fulfil the compulsory or elective component of their course. They will be required to sign and submit Confirmation of student status for “student intern” and arrange necessary documents with their education institutions providing the programmes. **Allowance:** Not applicable.

For more information, please visit

http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf

Application Method

Please send your CV to afyfs@hkaf.org **before 3 May 2021 (Mon)** (Subject: 2020/21 Young Friends Summer Internship Programme)

Remarks: Applicants not invited for interview before 10 May 2021 (Mon) may assume their applications unsuccessful.

Enquiries

Hotline: 2824 2203

Email: afyfs@hkaf.org