



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organisation committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following position:

Intern (Publications Team)

January – March 2023

Publications Interns work with a diverse team on a range of printed products, including the script books for locally commissioned programmes, surtitles and 40-plus house programmes for a range of theatre, dance, opera and music productions while honing their translation, research and writing skills.

Responsibilities:

- Translating editorial materials (Chinese and English)
- Copyediting, formatting and proofreading various bilingual publications
- Completing writing assignments independently
- Cataloguing and organising HKAF archival materials
- Conducting programme-related research
- Record-keeping and administrative tasks as assigned

Requirements:

- Eligible work experience student or student intern under the Minimum Wage Ordinance (Cap. 608)
- Able to work at least two (2) full days in office per week
- University student in a relevant discipline (preferably in arts, literature, translation, music or archival studies, and familiarity with classical music is a plus)
- Excellent command of written Chinese and English
- Sound proofreading skills and detail-oriented approach
- Organised, self-motivated, able to handle multiple tasks
- Knowledge of and passion for the performing arts are a plus

Outcome

- Interns will gain practical experience in researching and documenting the performing arts, as well as valuable training in writing, translation, editing and arts administration
- The internship may be extended after the initial three-month period depending upon performance

Please apply before **8 November 2023** with full resume and a cover letter indicating your available working day(s) and period by e-mail through edit.intern@hkaf.org using the subject line “HKAF Editorial Intern Application 2023”. Shortlisted candidates will be contacted for interview.

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)

This internship is exempted from the 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 the 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 the 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