

## Multimedia Assistant Job Description

**Availability:** Immediate

Part of the PR & Programme Team, you will be responsible for supporting all multimedia-related work for the organization. Details can be found below:

### Responsibilities

#### 1. Visual Design & Motion Graphics

- Develop and produce high-impact visual assets for major social platforms (Xiaohongshu, WeChat Channel, Instagram, Facebook), encompassing promotional posters, cover art, quote cards, and dynamic graphics
- Create sophisticated motion graphics and animations, including dynamic logo reveals, opening sequences, and subtitle effects

#### 2. On-Site Production & Coordination

- Direct end-to-end on-site video production, managing camera operations, lighting, and audio setup to ensure flawless execution
- Oversee shoot coordination, securely manage and archive raw footage, and liaise with external production teams to align on strategic execution and timelines

#### 3. Post-Production & Finishing

- Execute professional video editing (rough/fine cut, rhythm control, music selection) to craft compelling narratives
- Design complete video packages with subtitles, seamless transitions, color grading, and title sequences
- Oversee revision cycles, optimize outputs, and collaborate closely with editing teams to deliver polished, final products

### Requirements

- Bachelor's degree in Multimedia, Marketing, Communications, or a related field;
- 1-2 years of working experience preferably in the arts & culture industry;
- Previous roles in multimedia or content production in Hong Kong;
- Experience with design and video editing platforms like Photoshop, Illustrator, Canva, Final Cut Pro, Premiere, Jianying Pro, After Effects etc.



- Familiar with various social media platforms such as Instagram, Facebook, Xiaohongshu, and Weixin Official Accounts
- Understanding of branding principles, marketing strategies, and industry trends;
- Proficiency in verbal and written Mandarin, Cantonese & English;
- Mastered basic on-site shooting and video packaging skills
- Self-driven, passionate in the arts & music, with strong time management skills;
- Capable of managing multiple tasks in a deadline-oriented environment;
- Creative mindset with the ability to think strategically and execute innovative ideas.

**If you are interested in this job position, please send your resume and Multimedia portfolio to [hkso@stringorchestra.org.hk](mailto:hkso@stringorchestra.org.hk)**