



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 organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international artists in February and March each year, and organizes a wide range of outreach and educational events.

Suitable candidates are invited to apply for the following:

Intern (Programme Department) October – December 2024; January – March 2025

Responsibilities:

Artist Liaison and Administrative Support

- Provide administrative support in the daily operation of the Programme Department;
- Support the department in the arrangements for the artists' itineraries, ground travel, visa application and accommodation;
- Provide on-site support in the hotels/venues/other activities during the Festival period;
- Assist in liaison with venues on the logistics arrangement;

Programming and Local Productions

- Support the department in all aspects of programming and coordination for the upcoming events;
- Assist the producers and provide on-site support for the local productions during concentrated rehearsals and Festival period;
- Assist in research, graphic design and preparation of the publicity materials;
- Other duties as assigned.

Requirement:

- At least one (1) full day per week in office;
- Full-time tertiary student;
- Fluency in written and spoken Chinese and English;
- Good computer skills including proficiency in MS Office applications;
- Knowledge in Adobe Photoshop, Adobe Illustrator and video editing is an advantage; and
- Proactive, organized and detail-oriented team player with a willing-to-learn attitude;
- Interest in and enthusiasm for the performing arts and event management.

Please apply before **20 September 2024** with full resume and a cover letter indicating your available working day(s) and period by email to Programme Department through programme@hkaf.org.

Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by 31 October 2024 may consider their applications unsuccessful.

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

HKAF is committed to equal opportunity employment.

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

https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Notes_for_Students_Employees_and_Employers_eng.pdf