



2015/16 青少年之友 - 暑期實習計劃

實習期：2016 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
- 良好中英文寫作能力
- 熟悉電腦軟件操作，如 MS Word、Excel 及中文文書處理
- 能於實習期間每週工作 24 小時，總實習時數須超過 200 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，於主管的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	2016年4月18日(一)
截止報名	2016年5月8日(日)
篩選	2016年5月9日(一)至20日(五)
面試	2016年5月25日(三)至5月27日(五)
獲選通知	2016年5月31日(二)
實習期	2016年6月6日(一)至8月26日(五) (共12星期)

申請須知

在確認錄取前，根據勞工處《法定最低工資：學生僱員及僱主須知》，入選的學生必須取得相關文件證明其實習學員的身份。

詳情請參閱勞工處網頁：<http://www.labour.gov.hk/> > 繁體版 > 熱門話題 (法定最低工資) > 《法定最低工資：學生僱員及僱主須知》

申請方法

請將個人履歷連同近照於 **2016年5月8日(日)前** 電郵至 afyfs@hkaf.org (主旨請註明「2015/16 青少年之友 - 暑期實習計劃」)。

備註：申請者如在 5 月 23 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



2015/16 Young Friends Summer Internship Programme

Internship Period: June – August 2016

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
- Available full-time during the internship period (Participants are normally required to work 24 hours per week, 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	18 April 2016 (Mon)
Deadline	8 May 2016 (Sun)
Short listing	9-20 May 2016
Interviews	25-27 May 2016
Appointments	31 May 2016 (Tue)
Internship period	6 June – 26 August 2016 (Total 12 weeks)

Application Notes

Before appointment confirmation, according to "Statutory Minimum Wage: Notes for Student Employees and Employers" issued by Labour Department, selected students will be required to provide relevant official document(s) to confirm their "student intern" status under the Minimum Wage Ordinance. For details, please visit: <http://www.labour.gov.hk> > English > Topical Issues (Statutory Minimum Wage) > 'Statutory Minimum Wage: Notes for Student Employees and Employers'

Please send your CV with photo to afyfs@hkaf.org **before 8 May 2016 (Sun)** (Subject: 2015/16 Young Friends Summer Internship Programme)

Remarks: Applicants not invited for interview before 23 May 2016 (Mon) may assume their applications unsuccessful.

Enquiries

Hotline: 2824 2203

Email: afyfs@hkaf.org