



2018 香港藝術節 - 外展實習計劃

實習期 2017 年 9 月至 2018 年 4 月
或
2017 年 10 月至 2018 年 3 月

要求

本公司現正招募優秀的本地大專生，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
- 如能操作 Photoshop 技巧更為理想
- 能於實習期間每週工作最少 8 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

獲取錄之實習生將被分配到不同的外展項目中工作，包括香港藝術節加料節目、青少年之友計劃及香港賽馬會學生專享節目計劃，而實習期將按所屬的外展項目需求而定，分別為期六個月及八個月。實習生將透過實際工作及培訓，認識到藝術行政行業及其運作，在主管的指導下參與團隊的日常工作及項目，吸取工作經驗。主管亦會評核實習生的表現並給予意見，讓實習生了解自己的長處及潛能，有助未來的事業發展。

於實習期間，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，可獲發推薦信，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	2017年8月9日(三)
截止報名	2017年8月21日(一)
篩選	2017年8月22日(二)至24日(四)
面試	2017年8月28日(一)至8月30日(三)
獲選通知	2017年8月31日(四)
實習期	2017年9月4日(一)至2018年4月27日(五) (共34星期) 或 2017年10月3日(二)至2018年3月29日(四) (共25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》，獲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 **2017年8月21日(一)** 前電郵至 afyfs@hkaf.org (主旨請註明「2018香港藝術節 - 外展實習計劃」)。

備註：申請者如在 2017年8月25日(五)前未獲邀參加面試，可視作落選。落選者將不獲個別通知。

查詢

熱線：2824 2203

電郵：afyfs@hkaf.org



2018 Hong Kong Arts Festival - Outreach Internship Programme

Internship period September 2017– April 2018
or
October 2017 – March 2018

Requirements

We are looking for high-calibre students from Hong Kong 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
- Good Photoshop skills are an advantage
- Available full-time during the internship period (Participants are normally required to work 8 hours per week and at least over 200 hours in total.
(Overtime work where necessary, will be compensated by time-off in lieu.)

Programme Features

Interns will work closely with the Outreach team on projects including Festival PLUS, Young Friends and The Hong Kong Jockey Club Student Matinee Programme. Based on the project demands, we offer six-month or eight-month programmes which provide interns with exposure to arts administration and knowledge of operations through practical work and training. Interns will be attached to a team for 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 a reference letter and will be at an advantage should there be vacancies to join the outreach team after graduation.

Recruitment Calendar

Enrollment opens	9 August 2017 (Wed)
Deadline	21 August 2017 (Mon)
Short listing	22-24 August 2017 (Tue-Thurs)
Interviews	28-30 August 2017 (Mon-Wed)
Appointments	31 August 2017 (Thur)
Internship period	4 September 2017 (Mon) – 27 April 2018 (Fri) (Total 34 weeks) or 3 October 2017 (Tue) – 29 March 2018 (Thurs) (Total 25 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 21 August 2017 (Mon)** (Subject: 2018 Hong Kong Arts Festival - Outreach Internship Programme)

Remarks: Applicants not invited for interview before 25 August 2017 (Fri) may assume their applications unsuccessful.

Enquiries

Hotline: 2824 2203

Email: afyfs@hkaf.org