



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.

No Limits is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, No Limits strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following:

Internship (No Limits) (September 2022 – May 2023)

Responsibilities:

- Internship including assist in in-venue/online screening programmes and outreach programmes preparation, execution and logistics arrangement;
- Assist in the preparation of the overseas artist's schedule, visa applications, accommodation and local transportation arrangement;
- Assist in database management, organise information and assist in marketing research;
- Assist in design, write and edit Festival publicity materials;
- Assist in onsite duty during the Festival in-venue performances and outreach programmes at event venue, front-of-house or backstage of the performing arts venue;
- Assist in questionnaire data analysis and publicity records for progress reports;
- Provide general administrative support to the No Limits team

Requirements:

- Full-time student is required;
- At least 16 hours per week (may need to work during weekdays evening, weekends and public holiday). A reference letter can be provided if the intern provides over 80 service hours for the whole period with satisfactory performance;
- Students majoring in Performing Arts, Arts Administration, Cultural Study, Cultural Management, Comparative Literature, Marketing, Media, Advertising, Communications, Public Relations, Business Administration, Education, Language, Social Science, or related disciplines will be an advantage;
- Interested in performing arts, arts administration, and event management.
- Knowledge in inclusive arts is an advantage;
- Knowledge in Adobe Photoshop, Adobe Illustrator and Adobe Premiere Pro/video editing is an advantage;
- Fluency in written and spoken Chinese and English.



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Please apply on or before **5 September 2022** with full resume with a cover letter indicating your available working day(s) and period by e-mail through NL.Intern.Recruit@hkaf.org. Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by **19 September 2022** 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

http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf