香港藝術節
Hong Kong Arts Festival

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 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:

Intern (No Limits)

October - November 2019, November – December 2019, December 2019 – January 2020

Responsibilities:

- Provide administrative support and assist in daily operation of the project No Limits;
- Support the team in all aspects of programme and/or marketing for the upcoming No Limits;
- Assist in research;
- Assist in report preparation, letter drafting, etc;
- Design and prepare publicity materials; and
- Assist on site during performances

Requirements:

- At least 2 full days (0930-1830) per week. A reference can be provided if the intern provides over 80 service hours for the whole period;
- Proactive, organised and detail-oriented team player with a willing-to-learn attitude;
- Interest in performing arts, public relations, event management and marketing;
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Knowledge in Adobe Photoshop, Adobe Illustrator and video editing is an advantage;
- Fluency in written and spoken Chinese and English; and
- Full-time student is required.

Please apply before **20 August 2019** with full resume with a cover letter indicating your available working day(s) and period by e-mail to HR & Administration Manager through hr.recruit@hkaf.org. Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by **31 August 2019** may consider their applications unsuccessful.

(All personal data collected will be used for recruitment purposes only.)
HKAF is committed to equal opportunity employment.

Allowance: $100 meal and transportation allowance will be provided per working day for work experience students during the period of exemption from Statutory Minimum Wage.

This internship is under exemption from Statutory Minimum Wage. Interns 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" under the Minimum Wage Ordinance (Cap. 608), for more information, please visit http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf