



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

## SCHOOL OF COMMUNICATION

### Academy of Film

#### Project Supervisor (PR0228/18-19)

The appointee will be responsible for planning and supervising events of the Global University Film Awards (GUFA). Main duties include:

- a) coordinating with external consultants in managing the online submission platform and adjudication of the Short Film Competition;
- b) supervising team members under a tight work schedule;
- c) handling overseas VIP invitations, answering enquiries and managing travel arrangement to Hong Kong;
- d) overseeing and handling the budget;
- e) identifying and negotiating with vendors to fulfil necessary financial procedures;
- f) liaising with internal and external parties regarding sponsorship, promotion, production, venue and hospitality related matters;
- g) preparing sponsorship proposals and reports; and
- h) establishing effective communication with various internal and external units (i.e. academic departments / administrative offices, students and alumni of HKBU, film companies and practitioners, government organisations, etc).

#### Requirements:

- Bachelor's degree or above;
- at least two years of relevant experience in organising medium to large scale events related to film / performing art industry;
- excellent command of English and Chinese (including Putonghua);
- proficiency in MS Office, and Chinese and English word processing;
- strong communication and interpersonal skills; and
- able to work under tight schedule and pressure.

*Those who have responded to the advertisement posted in December 2018 need not re-apply.*

*Salary will be commensurate with qualifications and experience.*

#### Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System ([jobs.hkbu.edu.hk](http://jobs.hkbu.edu.hk)). Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

**Closing date: 16 February 2019**