



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.

Suitable candidates are invited to apply for the following:

Intern (Publications Team)

October 2019 – February 2020

Publications Interns work with a diverse team on a range of printed products, including the Festival's annual magazine (*FestMag*), script books for locally commissioned programmes, surtitles and 40+ house programmes for a range of theatre, dance, opera and music productions. In addition to honing their translation and writing skills, interns have the rare opportunity to handle dramatic and literary texts in translation, learn about the printing production process and dive into the HKAF's extensive 48-year archive.

Responsibilities:

- Copyediting, formatting and proofreading various bilingual publications
- Translating editorial materials (Chinese and English)
- Completing writing assignments independently
- Conducting programme-related research
- Record-keeping and administrative tasks as assigned

Requirements:

- Eligible work experience student or student intern under the Minimum Wage Ordinance (Cap. 608)
- At least two (2) full working days per week in office
- University student in a relevant discipline (preferably in arts, humanities, literature or translation)
- Excellent command of written Chinese and English, translation experience is a plus
- Sound proofreading skills and detail-oriented approach
- Organised, self-motivated, able to handle multiple tasks and meet tight deadlines
- Knowledge of and passion for the performing arts are a plus

Outcome

- Interns will gain practical experience in preparing and translating materials for the performing arts, as well as valuable training in writing, editing and arts administration
- The internship may be extended after the initial two-month period depending upon performance

Please apply before **26 September 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 using the subject line “HKAF Editorial Intern Application 2018”. Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by **15 October 2019** may consider their applications unsuccessful.

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)

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