



2021 香港藝術節 - 外展實習計劃

實習期 2020 年 9 月中至 2021 年 3 或 4 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
- 懂圖像設計及使用圖像設計軟件者較佳
- **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，分別為期七個月及八個月。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	2020 年 7 月 29 日(三)
截止報名	2020 年 8 月 19 日(三)
面試	2020 年 8 月 24 日(一)至 8 月 28 日(五)
獲選通知	2020 年 9 月上旬
實習期	2020 年 9 月中旬至 2020 年 3 或 4 月 (一星期至少工作一天，共 29 - 34 星期)

申請須知

此實習計劃會根據《最低工資條例》(第 608 章)豁免法定最低工資。

工作經驗學員須就獲豁免學生僱用期作出法定聲明及簽署並提交「工作經驗學員」身份確認書。**津貼**：在法定最低工資豁免期間，工作經驗學員每個工作日(8 小時)可獲 100 港元作膳食和交通津貼。

學生也可以申請為**實習學員**，以完成課程的必修或選修部分。學生須簽署並提交「實習學員」身份確認書，並協助安排其教育機構認可此實習計劃的文件。**津貼**：不適用。

詳情請參閱：

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

申請方法

請將個人履歷連同近照於 **2020 年 8 月 19 日(三)**前電郵至 afyfs@hkaf.org (主旨請註明「2021 香港藝術節 - 外展實習計劃」)。

備註：申請者如在 **2020 年 8 月 28 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



2021 Hong Kong Arts Festival - Outreach Internship Programme

Internship period Mid-September 2020– March/April 2021

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
- Knowledge of graphic design preferred
- **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 seven-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	29 July 2020 (Wed)
Deadline	19 August 2020 (Wed)
Interviews	24-28 August 2020 (Mon-Fri)
Appointments	Early - September 2020
Internship period	Mid - September 2020 – March or April 2021 (At least one day per week, total 29 - 34 weeks)

Application Notes

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

Application Method

Please send your CV with photo to afyfs@hkaf.org **before 19 August 2020 (Wed)** (Subject: 2021 Hong Kong Arts Festival - Outreach Internship Programme)

Remarks: Applicants not invited for interview before 28 August 2020 (Fri) may assume their applications unsuccessful.

Enquiries

Hotline: 2824 2203

Email: afyfs@hkaf.org