



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.

Suitable candidates are invited to apply for the following position:

Intern (Publications Team) October – December 2025

Responsibilities:

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

Requirements:

- Full-time university student in a relevant discipline (preferably in arts, literature, translation, music or archival studies)
- Eligible work experience student or student intern under the Minimum Wage Ordinance (Cap. 608)
- Able to work at least 1.5 to 2 full days in office per week within a 59-calendar day period
- Good command of written English and Chinese
- Proactive, organised and detail-oriented with a willing-to-learn attitude
- Organised, self-motivated and able to handle multiple tasks
- A knowledge of and passion for the performing arts/Classical music are a plus

Outcome

- Interns will gain practical experience in researching and documenting the performing arts, as well as valuable training in writing, translation, editing and arts administration
- The internship may be extended after the initial three-month period depending upon performance

Please apply before **17 September 2025** with a full resume and cover letter indicating your available working day(s) and period by e-mail through edit.intern@hkaf.org using the subject line “HKAF Editorial Intern

Application 2025”. Shortlisted candidates will be contacted for interviews.

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

This internship is exempted from the 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 a 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 the Statutory Minimum Wage.

Students may also apply for credit-bearing internships as **student interns** to fulfil the compulsory or elective components of their course. They will be required to sign and submit the confirmation of student status for “student intern” and arrange necessary documents with their education institutions providing the programmes.

For more information, please visit

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