



香港藝術節 Hong Kong Arts Festival

2024 香港藝術節 - 外展部暑期實習計劃

實習期：2024 年 6 月至 8 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、有創意、學習能力佳、富團隊精神
- 有活動或項目策劃經驗較佳
- 良好中英文對話及寫作能力
- 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 24 小時，總實習時數須超過 250 小時，偶爾有需要於恆常辦公時間以外工作

計劃特色

在為期三個月的實習計劃中，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	2024 年 4 月 2 日(二)
截止報名	2024 年 5 月 5 日(日)
面試	2024 年 5 月 9 日(四)至 5 月 14 日(二)
獲選通知	2024 年 5 月下旬
實習期	2024 年 6 月至 8 月 (一星期 3 天，共 12 星期，實際實習期將與獲選者另議)

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。

豁免法定最低工資之詳情請參閱：https://www.labour.gov.hk/tc/erb/smw_esi_wes.htm

申請方法

請將個人履歷於 **2024 年 5 月 5 日(日)** 或之前電郵至 afyfs@hkaf.org (主旨請註明「2024 香港藝術節 - 外展部暑期實習計劃」)。

備註：申請者如在 **2024 年 5 月 28 日(二)** 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



香港藝術節 Hong Kong Arts Festival

2024 Hong Kong Arts Festival – Outreach Summer Internship Programme

Internship period: June – August 2024

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 majors welcome)
- Good communication skills in Cantonese and English
- Proactive, flexible, creative and capable to learn quickly, and a good team player
- Experience of event and project management is an advantage
- Familiar with software such as MS Word, Excel & Chinese Word Processing
- Knowledge of graphic design is an advantage
- Participants are normally required to work 24 hours per week and minimum 250 hours in total. May need to work outside normal office hours occasionally.

Programme Features

Our three-month programme provides interns with exposure to arts administration and knowledge of operations through practical work and training. Interns will gain 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 issued reference letter and preference as part of the outreach team after graduation.

Recruitment Calendar

Enrollment starts	2 April 2024 (Tue)
Application ends	5 May 2024 (Sun)
Interviews	9 May 2024 (Thu) – 14 May 2024 (Tue)
Results	Late-May 2024
Internship period	June – August 2024 (3 days per week, 12 weeks in total, the exact internship period will be confirmed before the appointment)

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 intern” status and arrange necessary documents with their education institutions. **Allowance:** Not applicable.

For details of the exemption, please visit
https://www.labour.gov.hk/eng/erb/smw_esi_wes.htm

Application Method

Please send your CV to afyfs@hkaf.org **by 5 May 2024 (Sun)** with the email subject – 2024 Hong Kong Arts Festival - Outreach Summer Internship Programme

Remarks: Applicants not invited for interview before 28 May 2024 (Tue) may assume their applications unsuccessful.

Enquiries

Hotline: 2824 2203

Email: afyfs@hkaf.org