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 organization committed to enriching the cultural life of the city. It presents about 130 performances by top local and international talent in February and March each year, and offers a wide range of "PLUS" and educational events for a diverse cross section of the public in venues across the city.

Suitable candidates are invited to apply to join the dynamic team behind the Festival as:

Intern – Development Department
December 2026 – February 2027

Responsibilities:

- Support the team in all aspects of event organization for the upcoming Festival;
- Assist in sponsorship report preparation, letter drafting, etc;
- Assist in fundraising research and donation handling;
- Assist in the preparation of publicity materials and event collaterals; and
- Provide administrative support to the Development Department;

Requirements:

- Must be a full-time student;
- Available to work at least 1.5 to 2 full days (0930-1830) per week within a 59-calendar day period. A working certificate will be provided if the intern provides over 120 service hours for the whole period;
- Proactive, organised and detail-oriented team player with a willing-to-learn attitude;
- Fluency in written and spoken Chinese and English;
- Interested in learning about the performing arts, public relations, event management and marketing;
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Knowledge of Adobe Photoshop, Adobe Illustrator and video editing is an advantage.

Please apply before **4 December 2026** with full resume and a cover letter indicating your available working day(s) and period by e-mail to HR & Administration Manager through dev.intern@hkaf.org. Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by **23 December 2026** may consider their applications unsuccessful.

All personal data collected will be used for recruitment purposes only. HKAF is committed to equal opportunity employment.

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.

For more information, please visit
http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf