



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 artists in February and March each year, and organizes a wide range of outreach and educational events.

Suitable candidates are invited to apply for the following:

Intern (Programme Department) **November – December 2026; January – April 2027**

Responsibilities:

Artist Liaison and Administrative Support

- Provide administrative support for the daily operations of the Programme Department.
- Support the department in arranging the artists' itineraries, local transportation, visa applications and accommodation.
- Provide on-site support at hotels, venues and other activities during the Festival period.
- Assist in liaison with venues on the logistical arrangements.

Programming and Exhibition

- Support the department in all aspects of programming and coordination for upcoming events.
- Assist with research, graphic design and editing, and the organisation of digital images and exhibition materials.

Other duties

- Perform other duties as assigned.

Requirements:

- Available to work at least one (1) full day per week in office.
- Full-time tertiary student.
- Fluent in written and spoken Chinese and English.
- Good computer skills, including proficiency in MS Office applications.
- Knowledge of Adobe Photoshop, Adobe Illustrator and video editing software would be an advantage.
- Proactive, organised and detail-oriented team player with a willing-to-learn.
- Strong interest in and enthusiasm for the performing arts, visual arts, event management and exhibitions.

Please apply before **19 October 2026 (Monday)** with full resume and a cover letter indicating your available working day(s) and period by email to Programme Department through programme@hkaf.org.

Shortlisted candidates will be contacted for an interview. Applicants who have not been invited for an interview by 31 October 2026 may consider their applications unsuccessful.

The 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

[https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Notes_for_Students_Employees_and_Employers_eng\(July_2025\).pdf](https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Notes_for_Students_Employees_and_Employers_eng(July_2025).pdf)