



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) July – September 2026

Responsibilities:

Archival Work and Administrative Support

- Maintain the archival system and digitalise the Festival's programme references, production materials, photographs, and audio-visual recordings;
- Compile and update the contact database;
- Provide administrative support for the daily operation of the Programme Department;

Programming and Research

- Support the department in all aspects of programming and coordination for the upcoming events;
- Assist in research, graphic design and preparation of the publicity materials;
- Other duties as assigned.

Requirement:

- At least two (2) full working days per week in office;
- Full-time tertiary student;
- Fluency 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 is an advantage;
- Proactive, organised and detail-oriented team player with a willing-to-learn attitude; and
- Interest in and enthusiasm for the performing arts and event management.

Please apply before **22 June 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 interview. Applicants who are not invited for interview by 6 July 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.

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)