

Exhibition and Media Production Assistant (Koon Man Space)

Launched in 2010, Hong Kong International Photo Festival (HKIPF) focuses on a different theme in each edition, discussing manifold issues and perspectives through noteworthy photographers and movements. Through a wide range of public programmes, the Festival bridges Hong Kong and international visual practitioners, creating conversations between people and place, past and present, and across borders.

To continue advancing the discussion on visual culture and to contribute to the development of the next generation of arts and creative personnel, we are seeking an intern to help at our newly opened, year-round community centre for photographic learning and experimentation: Koon Man Space. The initial contract period, covered under the HKADC's Arts Talent Internship Matching Scheme, will last for a total of 18 months.

MAIN DUTIES

In this capacity, you will work closely with the Koon Man Space Project Coordinator to:

1. Research and develop content for print publication and web media, with a strong emphasis on visual research and presentation methods;
2. Assist in the production of different forms of media, including pamphlets, community newspapers, and photo, video, and website;
3. Fact-check, edit, and translate texts and scripts related to Koon Man Space activities;
4. Assist in exhibition production, including exhibition design, materials sourcing, logistics, assembly, and installation;
5. Prepare related paperwork and keep accurate and updated records, schedules, layouts, and plans;
6. Assist in Koon Man Space's on-site day-to-day management. Shift duties on weekends and overtime work may be required;
7. Assist in other project administration and ad hoc duties as required.

REQUIREMENTS

- Hong Kong permanent resident aged 18 or above;
- Graduates of a local or overseas tertiary institute, obtained within the last 3 school years;
- Background in exhibition, web, or publication design; translation or editing; and/or videography desired;
- Familiarity with macOS, Adobe Creative Suite, and Google applications;
- Fluency in Cantonese and excellent command of written and spoken English. Proficiency in Mandarin a plus;
- Proactive, self-motivated, organised, detail-minded, and able to work independently;
- Friendly, helpful, an effective team player with strong communication skills; and
- Immediate availability is preferred.

Hong Kong International Photo Festival 香港國際攝影節

TO APPLY

The position is part of the Arts Talents Internship Matching Programme, supported by the Hong Kong Arts Development Council. Interested applicants must apply through the HKADC application form. The application form can be downloaded from HKADC website, starting from 3 July 2024:

(<https://www.hkadc.org.hk/en/whats-on/call-for-application/202425-arts-talents-internship-matching-programme>)

Completed application form together with all supporting documents must be submitted to HKADC via email to intern@hkadc.org.hk. Vacancies of the Schemes will be updated on HKADC website regularly. Please check the HKADC website for the latest updates.

This position is on an 18-month, fixed term contract, renewable subject to the candidate's performance during the employment period and the financial standing of the institution. The job posting will remain open until filled. For enquiries about this specific vacancy, please contact hr@hkipf.org.hk.

HKIPF is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organisation need. If you are a member of any under-represented communities, you are encouraged to self-identify, on either your cover letter or CV.



All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months. For all enquiries or further information please contact hr@hkipf.org.hk or 2777 0955.

Personal Information Collection Statement

HKPCA respect personal data and are committed to implementing and complying with the data protection principles and the relevant provisions of the Personal Data (Privacy) Ordinance.

Purpose of Collection	All information provided in this application will be used by the Association for Processing and evaluation the submission; Providing communications regarding the submission through email or call; Comply with any statutory requirements or laws that bind the Association; and General administration.
Consequence of Not Providing Information	Failure to supply sufficient and accurate information will prevent HKPCA from evaluation and processing, as such may render the submission invalid.
Right of Access	You have the right of access to and correction of your own personal data kept and used by HKPCA in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). For access or correction requests, please contact HKPCA at info@hkipf.org.hk .