

Summer Internship Placement Opportunities in the Radio Television Hong Kong 2014

Legend

Academic level:

D: Bachelor's degree; HD / AD : accredited Higher Diploma / Associate Degree

Field of study:

a – Journalism / Media & related studies	b – Multimedia & related studies	c – Theatre & Entertainment Arts & related studies	d – Business / Management & related studies
e – Music Discipline & related studies	f – Web Design & related studies	g – Telecommunication / Computer Science / Electronic and electrical engineering & related studies	h – Social Science / Arts & related studies

RTHK provides internship placement opportunities to full-time post-secondary students pursuing a Bachelor's degree / accredited Higher Diploma / accredited Associate Degree in the following courses / programmes. Final-year students will be considered only if the internship is required by their institution for the completion of the programmes / courses the student is pursuing. A confirmation letter issued by the institution should be submitted together with the application form.

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge/ skills
JT1(a) – Summer Intern (Chinese News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> To assist in various reporting duties, editing, compiling and presenting news bulletins, programme preparation / production To assist in electronic media reporting 	<p>May 2014</p> <p>near 2 months</p>	D of (a)	<ul style="list-style-type: none"> Good video filming skills Good broadcasting voice Must submit recommendation letter from concerned institution
JT1(b) – Summer Intern (Chinese News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> To assist in filming and editing of video news 	<p>May 2014</p> <p>near 2 months</p>	D/HD/AD of (a)	<ul style="list-style-type: none"> Good video filming and editing skills Familiar with Final Cut Pro and Photoshop Must submit recommendation letter from concerned institution

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JT2(a) – Summer Intern (English News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> To assist in various reporting duties, including conducting interviews, writing news and voicing reports 	June 2014 near 2 months	D of (a)	<ul style="list-style-type: none"> Excellent command of spoken and written English Good broadcasting voice Prefer those with training in radio journalism and video shooting and editing Must submit recommendation letter from concerned institution
JT2(b) – Summer Intern (English News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> To assist in various reporting duties, including conducting interviews, writing news and voicing reports 	June 2014 near 2 months	D of (a)	<ul style="list-style-type: none"> Excellent command of spoken and written English Good broadcasting voice Prefer those with training in radio journalism and video shooting and editing

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JT3 – Summer Intern (Digital Audio Broadcasting, Radio Division)	<ul style="list-style-type: none"> ● To assist in the production and administrative work in DAB channel 	June / August 2014 near 2 months	D of (a), (b), (c) & (h)	<ul style="list-style-type: none"> ● Good research skills
JT4 – Summer Intern (Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> ● To assist in the implementation of various projects/functions ● To provide support in research and logistics ● To assist in traffic reporting 	May / June 2014 near 2 months	D/HD/AD of (a), (b), (c) & (h)	<ul style="list-style-type: none"> ● Good broadcasting voice ● Good computer knowledge in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research skills

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JT5 – Summer Intern (Public Affairs Unit, Radio Division)	<ul style="list-style-type: none"> ● To undertake duties such as conducting research, reporting, writing script, audio / video recording, conducting interviews, etc. 	<p>June 2014</p> <p>near 2 months</p>	<p>D/HD/AD of (a), (b) & (h)</p>	<ul style="list-style-type: none"> ● Good broadcasting voice ● Good computer knowledge in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research skills
JT6(a) – Summer Intern (Cultural and Education Unit, Radio Division)	<ul style="list-style-type: none"> ● To assist in uploading a cross-media English programme to the RTHK's website ● To assist in researching work 	<p>June 2014</p> <p>near 2 months</p>	<p>D of (a), (b) & (c)</p>	<ul style="list-style-type: none"> ● Good broadcasting voice ● Good computer knowledge in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research skills
JT6(b) – Summer Intern (Cultural and Education Unit, Radio Division)	<ul style="list-style-type: none"> ● To assist in uploading a cross-media English programme to the RTHK's website ● To assist in researching work 	<p>June 2014</p> <p>near 2 months</p>	<p>D of (a), (b) & (c)</p>	<ul style="list-style-type: none"> ● Good filming and editing skills ● Sound computer knowledge

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JT7 – Summer Intern (Putonghua Channel, Radio Division)	<ul style="list-style-type: none"> ● To assist in the implementation of various projects/functions ● To provide support in research and logistics 	<p>June 2014</p> <p>near 2 months</p>	<p>D/HD/AD of (a) & (b)</p>	<ul style="list-style-type: none"> ● High proficiency in Putonghua ● Good computer skills in MS Word, Excel and Chinese typing, etc. ● Good broadcasting voice ● Good research skills
JT8 – Summer Intern (Central Administration Units)	<ul style="list-style-type: none"> ● To assist in providing support in personnel and general administrative matters, including preparing monthly reports, updating pool lists and conducting recruitment exercises 	<p>June / July 2014</p> <p>near 2 months</p>	<p>D/HD/AD of (d)</p>	<ul style="list-style-type: none"> ● Good computer knowledge in MS Word, Excel and Chinese typing, etc. ● Basic knowledge in office practices ● Knowledge of HK Employment Ordinance or related legislations is an advantage
JT9 – Summer Intern (General Programme, TV Division)	<ul style="list-style-type: none"> ● To assist in studio & outdoor TV programmes recording / broadcasts and participating in program promotion activities ● To undertake research work 	<p>June 2014</p> <p>around 3 months</p>	<p>D of (a), (b) & (c)</p>	<ul style="list-style-type: none"> ● Good DV filming and editing skills ● Must submit recommendation letter from concerned institution

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JT10 – Summer Intern (Public and Current Affairs Section, TV Division)	<ul style="list-style-type: none"> ● To assist in providing research material, technical and general production support for TV News and Public Affairs programmes ● To undertake reporting and research work 	May / June 2014 around 3 months	D of (a)	<ul style="list-style-type: none"> ● Good DV filming skills ● Basic knowledge in TV production ● Basic knowledge in Journalism ● Good language skills ● Must submit recommendation letter from concerned institution
JT11 – Summer Intern (Programme/ Educational TV, TV Division)	<ul style="list-style-type: none"> ● To assist in studio & outdoor TV programme recording / broadcasts and participating in program promotion activities ● To undertake research work 	June 2014 around 3 months	D of (a) & (b)	<ul style="list-style-type: none"> ● Good DV filming and editing skills ● Good research skills ● Must submit recommendation letter from concerned institution
JT12 – Summer Intern (eTVonline, TV Division)	<ul style="list-style-type: none"> ● To assist in designing and producing multimedia web projects ● To updating the web content of eTVonline 	June 2014 near 2 months	D/HD/AD of (a), (b) & (f)	<ul style="list-style-type: none"> ● Good DV filming and editing skills ● Experience in organizing events ● Must submit recommendation letter from concerned institution

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JT13 – Summer Intern (Acquisition, TV Division)	<ul style="list-style-type: none"> ● To assist in the re-packaging and production of acquired programmes for the DTT Channel, including translation of programme scripts, co-ordination of programme dubbing and subtitling production, compilation of programme synopsis, etc ● To provide support in research, logistics and administrative work 	June / July 2014 around 3 months	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> ● Proficiency in both spoken and written Chinese and English ● Good computer knowledge ● Basic knowledge in TV production ● DV filming and editing skills is an advantage ● Must submit recommendation letter from concerned institution
JT14 – Summer Intern (On-Air and Promotion, TV Division)	<ul style="list-style-type: none"> ● To create graphic images or animation to present the concept and purpose that are assigned ● To edit video clips using Final Cut Pro or avid ● To composite promotional clips with special visual effects ● To coordinate and follow location filming for promotion 	June / July 2014 near 3 months	D/HD/AD of (b)	<ul style="list-style-type: none"> ● DV filming and editing skills will have an advantage ● Basic knowledge in TV production ● Must submit recommendation letter from concerned institution

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JT15 – Summer Intern (TV Scheduling, TV Division)	<ul style="list-style-type: none"> To assist in the areas related to programme and transmission arrangement for RTHK TV 31 & 32 	<p>June / July 2014</p> <p>near 3 months</p>	D/HD/AD of (a) & (d)	<ul style="list-style-type: none"> Basic knowledge in TV production Proficiency in MS Office applications and Chinese Word Processing Must submit recommendation letter from concerned institution
JT16 – Summer Intern (Corporate Communication & Standards Unit)	<ul style="list-style-type: none"> To assist in programme publicities, corporate events To provide logistics and office support 	<p>July 2014</p> <p>near 2 months</p>	D/HD/AD of (h)	<ul style="list-style-type: none"> Good communication skills Proficiency in both spoken and written Chinese and English Proficiency in Putonghua
JT17 – Summer Intern (Programme & Content Management / Corporate Development Unit)	<ul style="list-style-type: none"> To assist in data entry of archive restoration and general clerical duties 	<p>June 2014</p> <p>near 2 months</p>	D/HD/AD of (a), (b), (c), (d) & (h)	<ul style="list-style-type: none"> Good knowledge in information management Chinese Character input in the computer

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JT18 – Summer Intern (Record Library / Corporate Development Unit)	<ul style="list-style-type: none"> ● To assist in data maintenance for Media Asset Management System and the enhancement of cataloging work in Music Library 	May / July 2014 near 2 months	D/HD/AD of (e)	<ul style="list-style-type: none"> ● Have strong knowledge in variety of musical genres, especially in serious music and world music ● Strong data entry skills with a high degree of accuracy
JT19 – Summer Intern (New Media Unit)	<ul style="list-style-type: none"> ● To handle content updates and online publishing of RTHK's websites and multi-media digitization of online projects ● To assist in multimedia digitization, DV filming and editing of online projects 	July 2014 near 2 months	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> ● Basic audio and video editing skills ● Graphic and webpage design
JT20 – Summer Intern (Engineering Team / Production Services Division)	<ul style="list-style-type: none"> ● To assist in implementation of engineering projects and stock-take of equipment 	July 2014 near 2 months	D/HD/AD of (g)	<ul style="list-style-type: none"> ● Good understanding of Information Technology ● Basic knowledge of networking or TV transmission

Monthly Allowance : \$3,500

Closing Date for Application : 14 February 2014

Terms & conditions of appointments : Except otherwise provided, your eligibility for rest day, statutory holiday, paid leave, sickness days and sickness allowances are generally in line with those in the Employment Ordinance (Cap. 57).

How to Apply : (a) Applications should be made on the application form available at RTHK's Internet website (http://app3.rthk.hk/recruit/index_e.php). Completed forms should be sent to the address below on or before the closing date for application. Students who are selected for interview / trade test will normally receive an invitation within 6 weeks from the closing date for application. Those who are not invited for interview / trade test may assume that their applications are unsuccessful.

(b) An applicant of the internship programme can apply **for a maximum of 3 posts**. You should **state your priority of preference** on the top of the application form. You only need to **fill in one set of application form**. The job reference number(s) and job title(s) concerned should be clearly marked on the top of the application form.

Address : Personnel Registry, Broadcasting House, 30 Broadcast Drive, Kowloon

Enquiry Telephone : 2339 6357

General Notes:

- (A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (B) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (C) Summer interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (D) The allowance payable, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

- (E) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend interview and/or trade test.
- (F) The number of interns required may be subject to change depending on a host of factors including the prevailing policy from time to time.
- (G) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the interview / trade test without being subject to any further shortlisting criteria.
- (H) Final-year students will be considered only if the internship is required by their institution for the completion of the programmes/courses the student is pursuing.
- (I) Candidates under this scheme will be regarded 'student interns' or 'work experience students during a period of exempt student employment', as defined in the Minimum Wage Ordinance and exempt from the minimum wage requirements. Candidates should comply with the following -
- they must be students either pursuing a full-time accredited post-secondary programme (degree, associate degree or higher diploma, etc.) provided by a local education institution specified in Schedule 1 to the Minimum Wage Ordinance or pursuing a full-time education programme for a non-local academic qualification at degree level.
 - if as a 'student intern' – the candidate's application should be endorsed by the education institution and the work being applied for should be a compulsory or elective component of the requirements of the programme being provided by the institution to the applicant; or
 - if as a 'work experience student' – the applicant should be under the age of 26 years at the beginning of the employment, and should provide a statutory declaration verifying that he/she has not commenced another exempt student employment period within the same calendar year.

Successful applicants have to provide documentary proof for the above.