



RADIO TELEVISION HONG KONG

Non-Civil Service (Programme) Vacancy

Senior Set Designer

(Set Design and Scenic Services Section, Production Services Division)

(Salary: \$37,665 per month)

Entry Requirements: Candidates should have (a) (i) a Hong Kong degree, preferably in Art and Design, or equivalent; and 11 years' experience in set design/ interior design/ exhibition design/ industrial design; OR (ii) an accredited Higher Diploma or an accredited Associate Degree preferably in Art and Design from a Hong Kong tertiary institution, or equivalent; and 12 years' experience in set design/ interior design/ exhibition design/ industrial design; OR (iii) a minimum of 16 years' experience in set design/ interior design/ exhibition design/ industrial design.

(Note: Candidates may be required to submit their previous productions to demonstrate their production skills and /or sit for a trade test.)

Duties: (i) Conferring with producers on set design requirements, props and effects for programme productions; (ii) Designing, preparing and producing proposals for set designs and props in accordance with producers' requirements; (iii) Preparing presentation drawings, working drawings and construction details for visualizing and actualizing the design concepts; (iv) Coordinating with the scenic production teams or contractors in the fabrication and decoration of the scenic elements to meet the design concept and oversee the on-site scene setting work and all matters concerning stage design and props throughout the whole programme production; (v) Working independently and supervising and working as a team with sub-ordinates in all related design work for programme productions; (vi) Performing other duties relating to set design.

(Note: Required to work irregular hours and on Sundays and Public Holidays.)

Terms of Appointment & Fringe Benefits: Successful candidate will be appointed on short-term non-civil service contract terms for not more than 6 months **depending on job requirement**. Rest days, general holidays, annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

How to Apply: Application forms (**G.F. 340 (Rev.3/2013)**) are obtainable from any Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (**<http://www.csb.gov.hk>**) or Radio Television Hong Kong's web

site (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. Please ensure that sufficient postage is paid if the completed application form and the required supporting documents are sent by post. Candidates who are selected for interview will normally receive an invitation in about 8 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. Only shortlisted candidates will be notified.

Address and Enquiry Tel.: Central Administration Unit, Production Services Division, Television House, Radio Television Hong Kong, 1A Broadcast Drive, Kowloon. (Enquiries: 2339 7673)

Closing Date for Application: 31 October 2016

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 requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (C) Non-civil service vacancies 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 entry pay, 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 recruitment examination and/or interview.
- (F) 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 selection interview/written examination without being subject to any further shortlisting criteria.
- (G) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.