

## Summer Internship Placement Opportunities in the Radio Television Hong Kong 2023

### Legend

Academic level:     **D:** Bachelor’s Degree; **HD/AD:** accredited Higher Diploma / Associate Degree

RTHK provides internship placement opportunities to full-time post-secondary students pursuing a Bachelor’s Degree / accredited Higher Diploma / accredited Associate Degree. Students who are pursuing their final year of study 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 – Summer Intern  Chinese News and Current Affairs Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in various reporting duties, editing, compiling and presenting news bulletins, programme preparation / production</li> <li>● To assist in electronic media reporting</li> </ul>	June  around 2 months	D  (Preferably in Journalism or related studies)	<ul style="list-style-type: none"> <li>● Knowledge of video filming skills</li> <li>● Good broadcasting voice</li> <li>● Acute touch for current affairs</li> <li>● Applicants may be required to sit for a typing test (Cangjie or Simplified Cangjie) and / or a voice test</li> </ul>
JT2 – Summer Intern  Multimedia News Unit, Chinese News and Current Affairs Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in various video news reporting duties, including filming, video editing, scriptwriting, voice over and graphic design</li> <li>● Conduct field reporting, on camera report when necessary</li> <li>● To assist in production of various contents for RTHKVNEWS Facebook the Official Fan Page, including video, text, picture, infographic, etc.</li> </ul>	June  around 2 months	D/HD/AD  (Preferably in Journalism / Multimedia Design or related studies)	<ul style="list-style-type: none"> <li>● Knowledge of video filming skills</li> <li>● Knowledge of editing skills</li> <li>● Proficiency in video editing software such as AVID, Final Cut Pro and Premiere Pro</li> </ul>
JT3 – Summer Intern  English News and Current Affairs Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in various reporting duties, including conducting interviews, writing news and voicing reports</li> <li>● To assist in producing, shooting and / or editing of photographs and videos</li> <li>● To assist in the production of social media campaigns and posts</li> </ul>	June  around 2 months	D	<ul style="list-style-type: none"> <li>● Proficiency in English (Chinese is not a must but an advantage)</li> <li>● Knowledge in radio journalism and video shooting and editing is preferred</li> </ul>

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JT4 – Summer Intern  Radio 1 / Radio 2 / Radio 5 / Presentation Unit, Chinese Programme Service Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in the implementation of various projects / functions</li> <li>● To provide support in research and logistics</li> <li>● To assist in traffic reporting</li> </ul>	June  around 2 months	D/HD/AD	<ul style="list-style-type: none"> <li>● Good broadcasting voice</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Keen awareness of current issues</li> <li>● Hands-on experience in organizing activities</li> <li>● Good research skills</li> </ul>
JT5 – Summer Intern  Putonghua Channel, Chinese Programme Service Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in the implementation of various projects / functions</li> <li>● To provide support in research and logistics</li> <li>● To handle online / mobile platform projects</li> <li>● To assist in multimedia material outputs and video filming</li> </ul>	June  around 2 months	D/HD/AD	<ul style="list-style-type: none"> <li>● Proficiency in Putonghua</li> <li>● Good broadcasting voice</li> <li>● Good filming and video editing skills</li> </ul>
JT6 – Summer Intern  Public Affairs Unit, Public Affairs and Library Management Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To perform duties such as conducting research, script writing, sound recording, sound editing &amp; mixing, interview, studio work, etc.</li> </ul>	June  around 2 months	D	<ul style="list-style-type: none"> <li>● Clear and correct Cantonese pronunciation</li> <li>● Familiar with Microsoft Office, Word, Excel and Chinese input method</li> <li>● Interested in current affairs, knowledge in local and / or international news</li> <li>● Familiar with research method</li> <li>● Knowledge in sound editing, sound mixing software as well as adobe photoshop, illustrator or premiere is an advantage.</li> </ul>

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JT7 – Summer Intern  Radio Development & Culture and Education Unit, Radio Administration, Development & Programming Section, Radio & Corporate Programming Division	<ul style="list-style-type: none"> <li>● To assist in various duties of preparing for and producing culture and education programmes</li> <li>● To assist in areas related to Radio Development</li> </ul>	June  around 2 months	D	<ul style="list-style-type: none"> <li>● Good knowledge of culture and education issues, interested in broadcasting</li> <li>● Proficiencies in written Chinese and English, spoken Cantonese and English</li> <li>● Skills in oral presentation, a good voice for broadcasting</li> <li>● Good computer knowledge and skills, including Chinese and English word processing</li> </ul>
JT8 – Summer Intern  Education & Recreation / Infotainment & Variety / Public & Current Affairs / TV Programming & Administration Section, TV & Corporate Businesses Division	<ul style="list-style-type: none"> <li>● To assist in TV production, including research, studio and outdoor filming, editing, post production, programme promotion</li> <li>● To assist in providing content for social media platforms</li> <li>● To perform on-air reporting / interviewing, if required</li> </ul>	June  around 2 months	D	<ul style="list-style-type: none"> <li>● Basic knowledge of TV production</li> <li>● Basic knowledge of Journalism</li> <li>● Experience in generating content for social media platforms</li> <li>● Good research skills</li> <li>● Willing to use and accept new technologies</li> <li>● Digital video filming / editing / multi-media production skills will be an advantage</li> </ul>

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JT9 – Summer Intern  Engineering Section, Production Services Division	<ul style="list-style-type: none"> <li>● To assist in the implementation of engineering projects related to TV / Radio transmission, video / audio streaming, broadcast infrastructure and video / audio production</li> <li>● To conduct asset management, documentation and other operational support</li> </ul>	<p>July</p> <p>around 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> <li>● Basic knowledge of telecommunication / digital transmission / information technologies / signal processing / data networking / acoustic design / computer science / multi-media technologies / cloud computing</li> <li>● Proficiency in office application software such as Microsoft Office</li> </ul>
JT10 – Summer Intern  Studio Services & Outside Broadcasting Section, Production Services Division	<ul style="list-style-type: none"> <li>● To provide operational and technical support for studio productions</li> <li>● To assist in the coordination and operation for outside broadcast productions</li> <li>● To assist in the production-related administrative work</li> </ul>	<p>June</p> <p>around 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> <li>● Capable for long working hours and outside work</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Good communication skills</li> <li>● Experience in organising activities, events or performances will be an advantage</li> </ul>
JT11 – Summer Intern  Electronic Field Production & Photo Services Section, Production Services Division	<ul style="list-style-type: none"> <li>● Assist in frontline location filming tasks &amp; photography post work</li> </ul>	<p>July</p> <p>around 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> <li>● Knowledge of videography and interested in filming production is an advantage</li> </ul>
JT12 – Summer Intern  Video Editing Section, Production Services Division	<ul style="list-style-type: none"> <li>● To handle video ingestion and transcoding works</li> <li>● To edit videos</li> </ul>	<p>July</p> <p>around 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> <li>● Knowledge of video editing and visual effects software</li> <li>● Basic techniques in video editing</li> </ul>

- Monthly Allowance : \$11,200
- Closing Date for Application : 25 April 2023
- Terms & conditions of appointments : Successful candidates will be appointed on non-civil service contract terms under the summer internship programme. Except otherwise provided, candidate's eligibility for rest day, statutory holiday, sickness days and sickness allowances will be in line with the provisions in the Employment Ordinance (Cap. 57).
- How to Apply : (a) **Application Form “Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administrative Region” can be downloaded from the Civil Service Bureau's website (<https://www.csb.gov.hk/english/admin/appoint/782.html>)**. Completed forms should be sent to the address below by post or by hand on or before the closing date for application. For submissions by post, applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is paid. An applicant will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of submission of application. For submissions by hand, completed application forms should reach the below address during office hours (Monday to Friday 8:45 a.m – 6 p.m. Lunch break 1 p.m. – 2 p.m.). **Applications which are late, incomplete, submitted by fax or by e-mail or not made in the prescribed form will NOT be considered.** 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) Applicant should complete one application form for each intern vacancy. The job reference number(s) and job title(s) concerned should be clearly marked in the application form.
- Address : Recruitment Section, 5/F., One Mongkok Road Commercial Centre, 1 Mong Kok Road, Kowloon, Hong Kong
- Enquiry Telephone : 3547 1737

**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) 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) 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.
- (g) The number of interns required may be subject to change depending on a host of factors including the prevailing policy from time to time.
- (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. A confirmation letter issued by the institution should be submitted together with the application form.