

Summer Internship Placement Opportunities in the Radio Television Hong Kong 2024

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 / Public Affairs Unit Radio & Corporate Programming Division	<p><u>Chinese News and Current Affairs:</u></p> <ul style="list-style-type: none"> • To assist in various reporting duties: <ul style="list-style-type: none"> a) Reporting Team: compiling, editing and presenting news bulletins b) Video Team: filming, video editing, scriptwriting, voice over and producing various contents for social media accounts; conducting field reporting, on-camera report when necessary <p><u>Public Affairs Unit:</u></p> <ul style="list-style-type: none"> • To support public affairs programmes, such as conducting research, script writing, sound recording, sound editing & mixing, interview, studio work 	<p>May to July</p> <p>About 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> • Knowledge of local / international news and current affairs • Knowledge of video filming skills • Knowledge of video / sound editing software, such as AVID, Final Cut Pro, Premiere Pro and Photoshop is an advantage • Good broadcasting voice, clear and correct Cantonese pronunciation • Familiar with research method • Familiar with MS Office, Word, Excel and Chinese input method • Applicants may be required to sit for a typing test (Cangjie or Sucheng) and / or a voice test

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JT2 – Summer Intern English News and Current Affairs Section Radio & Corporate Programming Division	<ul style="list-style-type: none"> ● To assist in various reporting duties, including conducting interviews, writing news and voicing reports ● To assist in producing, shooting and / or editing of photographs and videos ● To assist in the production of social media campaigns and posts 	May to July About 2 months	D	<ul style="list-style-type: none"> ● Proficiency in English (Chinese is not a must but an advantage) ● Knowledge of radio journalism and video shooting and editing is an advantage

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JT3 – Summer Intern Chinese Radio Programme / English Radio Programme / Radio Development & Culture and Education Unit / Community Involvement Broadcasting Service Radio & Corporate Programming Division	<u>Chinese Radio Programme (Radio 1, 2, 5, Putonghua Channel and Presentation Unit) & English Radio Programme (Radio 4):</u> <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 multimedia material outputs and video filming • To assist in traffic news reporting (Presentation Unit) <u>Radio Development & Culture and Education Unit:</u> <ul style="list-style-type: none"> • To assist in Cultural and Educational programmes / functions • To provide support in research and logistics <u>Community Involvement Broadcasting Service (CIBS):</u> <ul style="list-style-type: none"> • To assist in production and administrative work of CIBS 	May to July About 2 months	D/HD/AD	<ul style="list-style-type: none"> • Strong research / Chinese writing skills • Proficiency in MS Word, Excel and Chinese word processing • Keen awareness of current issues • Hands-on experience in organising activities • Skills in oral presentation, a good voice for broadcasting • Good filming and video editing skills • Good knowledge of classical music (Radio 4) • Proficiency in Putonghua (Putonghua Channel) • Good knowledge of culture and education issues, interested in broadcasting (Radio Development & Culture and Education Unit)

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JT4 – Summer Intern Education & Recreation / Infotainment & Variety / Public & Current Affairs / TV Programming & Administration / New Media Synergy and Support Section TV & Corporate Businesses Division	<ul style="list-style-type: none"> ● To assist in TV production, including research, studio and outdoor filming, editing, post production, programme promotion ● To assist in providing content / multimedia materials for web, mobile app and social media platforms ● To perform on-air reporting / interviewing, if required 	May to July About 2 months	D	<ul style="list-style-type: none"> ● Basic knowledge of TV production ● Basic knowledge of Journalism ● Experience in generating content for social media platforms ● Good research skills ● Willing to use and accept new technologies ● Digital video filming / editing / multi-media production skills will be an advantage ● Experience as a Key Opinion Leader (KOL) in social media will be an advantage
JT5 – Summer Intern Engineering Section Production Services Division	<ul style="list-style-type: none"> ● To assist in the implementation of engineering projects related to TV / Radio transmission, video / audio streaming, broadcast infrastructure and video / audio production ● To conduct asset management, documentation and other operational support 	May to July About 2 months	D/HD/AD	<ul style="list-style-type: none"> ● Basic knowledge of telecommunication / digital transmission / information technologies / signal processing / data networking / acoustic design / computer science / multi-media technologies / cloud computing ● Proficiency in office application software such as MS Office

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JT6 – Summer Intern Studio Services & Outside Broadcasting Section Production Services Division	<ul style="list-style-type: none"> ● To provide operational and technical support for studio productions ● To assist in the coordination and operation for outside broadcast productions ● To assist in the production-related administrative work 	<p>May to July</p> <p>About 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> ● Capable for long working hours and outside work ● Proficiency in MS Word, Excel and Chinese typing, etc. ● Good communication skills ● Experience in organising activities, events or performances will be an advantage
JT7 – Summer Intern Electronic Field Production & Photo Services Section Production Services Division	<ul style="list-style-type: none"> ● Assist in frontline location filming tasks & photography post work 	<p>May to July</p> <p>About 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> ● Knowledge of videography and interested in filming production is an advantage
JT8 – Summer Intern Video Editing Section Production Services Division	<ul style="list-style-type: none"> ● To handle video ingestion and transcoding work ● To edit videos 	<p>May to July</p> <p>About 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> ● Knowledge of software applications on video editing and visual effects ● Basic techniques in video editing
JT9 – Summer Intern Image Design Section Production Services Division	<ul style="list-style-type: none"> ● To assist in costume arrangement for image design and styling for different programmes ● To provide logistics and office support 	<p>May to July</p> <p>About 2 months</p>	D/HD/AD	<ul style="list-style-type: none"> ● Good knowledge of fashion design and image styling ● Basic computer knowledge ● Good presentation and communication skills

- Monthly Allowance : \$11,200
- Closing Date for Application : 15 February 2024
- 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.
- (c) A briefing for the programme will be conducted on 6 February 2024 a.m. at Broadcasting House, RTHK. Interested applicants **SHOULD** email your full name, tertiary institution and course of study to recruitment@rthk.hk by **4 February 2024** for enrolment.
- 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.