

Summer Internship Placement Opportunities in the Radio Television Hong Kong 2012

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 – Library / Information Management & related studies	f – Electronic and electrical engineering & related studies	g – Telecommunication / Computer Science & 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 Take courses on electric media reporting 	May 2012 near 2 months	D of (a)	<ul style="list-style-type: none"> Students pursuing Bachelor's degree with honours and major in journalism Video filming skill is an advantage 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 video news filming and editing of internet video news 	May 2012 near 2 months	D/HD/AD of (a)	<ul style="list-style-type: none"> Possess video filming and editing skill Must submit recommendation letter from concerned institution

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JT2 – Summer Intern (English News and Current Affairs Section, Radio Divison)	<ul style="list-style-type: none"> ● To assist in various reporting duties, including interviewing, news-writing and voicing reports 	July 2012 near 2 months	D/HD/AD of (a)	<ul style="list-style-type: none"> ● Excellent command of spoken and written English ● Good broadcasting voice
JT3 – 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 undertake duties such as research, reporting, script-writing, audio / video recording, interviewing, etc. ● To assist in traffic reporting 	May/June/July near 2 months	D/HD/AD of (a), (b) & (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 ● Hand-on experience in organizing activities ● Good research skills

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JT4 – 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 	May/July 2012 near 2 months	D/HD/AD of (a), (b) & (h)	<ul style="list-style-type: none"> ● High proficiency in Putonghua ● Good computer skills in MS Word, Excel and Chinese typing, etc. ● Good broadcasting voice
JT5 – 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 website ● To assist in researching work 	June 2012 near 2 months	D of (a), (b) & (h)	<ul style="list-style-type: none"> ● Good research skills ● Good computer knowledge ● Proficiency in English
JT6 – Summer Intern (Digital Audio Broadcasting, Radio Division)	<ul style="list-style-type: none"> ● To assist in the production and administrative work in Digital Audio Broadcasting channel 	June 2012 near 2 months	D/HD/AD of (a) & (h)	<ul style="list-style-type: none"> ● Research skills

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JT7 – Summer Intern (Central Administration Units / Broadcasting Services Contract)	<ul style="list-style-type: none"> ● To assist in providing personnel and general administrative duties, including preparing monthly reports, updating of pool lists, conducting recruitment exercises and file management ● To assist in checking Job Assignment Forms, conducting monthly random check of production and compiling reports 	May / June / July 2012 near 2 months	D/HD/AD of (d)	<ul style="list-style-type: none"> ● Proficiency in MS Office applications and Chinese Word Processing ● Basic knowledge in office practices ● Knowledge of HK Employment Ordinance or HR related legislations is an advantage ● Basic knowledge in accounting and office practices
JT8(a) – Summer Intern (General Programme/ Educational TV, TV Division)	<ul style="list-style-type: none"> ● To assist in studio & outdoor TV programmes recording / broadcasts, participating in program promotion activities and undertaking research work 	May 2012 around 2 – 3 months	D of (a), (b) & (c)	<ul style="list-style-type: none"> ● DV filming skill is an advantage ● Basic knowledge in TV production ● Must submit recommendation letter from concerned institution

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JT8(b) – Summer Intern (Programme/ Educational TV, TV Division)	<ul style="list-style-type: none"> ● To assist in studio & outdoor TV programmes recording / broadcasts, participating in program promotion activities and undertaking research work ● To assist the coordination work in organizing the whole event, including all hospitality services for participants and all administration work related with the event 	June 2012 around 3 months	D of (a), (b) & (c)	<ul style="list-style-type: none"> ● DV filming skill is an advantage ● Basic knowledge in TV or Tourism and Hotel Management ● Has practical experience in tourist reception or in event organization is an advantage ● Experience in Tourism and Hotel Management will be an advantage ● Must submit recommendation letter from concerned institution
JT9 – Summer Intern (eTVonline, TV Division)	<ul style="list-style-type: none"> ● To assist in designing and producing multimedia web projects, updating the web content of eTVonline 	May 2012 near 2 months	D of (b)	<ul style="list-style-type: none"> ● Skill and experience in Dreamweaver, Freehand, Illustrator, Photoshop, Flash is an advantage ● Must submit recommendation letter from concerned institution

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JT10 – Summer Intern (Public and Current Affairs Section in 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 Reporting and research works are needed 	May 2012 near 2 months	D of (a), (b) & (c)	<ul style="list-style-type: none"> DV filming skill is an advantage Basic knowledge in reporting and journalism Must submit recommendation letter from concerned institution
JT11 – Summer Intern (Corporate Communication & Standards)	<ul style="list-style-type: none"> To assist all duties assigned for programme publicities corporate events, logistics and office support 	July 2012 near 2 months	D/HD/AD of (h)	<ul style="list-style-type: none"> Good communication skills Proficiency in both spoken and written Chinese and English
JT12 – 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 	June 2012 near 2 months	D/HD/AD of (a), (b), (c), (d) & (h)	<ul style="list-style-type: none"> Knowledge of information management and Chinese Character input in the computer

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JT13 – Summer Intern (VT Library / Corporate Development Unit)	<ul style="list-style-type: none"> To assist in running the Media Asset Management System for circulation and cataloguing in the Video Tape Library 	June 2012 near 2 months	D/HD/AD of (a) & (e)	<ul style="list-style-type: none"> Knowledge of information management and Chinese Character input in the computer
JT14 – Summer Intern (New Media Unit)	<ul style="list-style-type: none"> To handle content updates and online publishing of RTHK websites and multi-media digitization of online projects, and to assist in multimedia digitization, DV filming and editing of online projects 	June 2012 near 2 months	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> Filming and editing skills Graphic and webpage design skill
JT15 – 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 	June 2012 near 2 months	D/HD/AD of (f) & (g)	<ul style="list-style-type: none"> Good understanding of Information Technology Basic knowledge of networking or TV transmission

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Monthly Allowance : \$3,200

Closing Date for Application : 6 February 2012

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://rthk.hk/recruit/index_e.htm). Completed forms should be sent to the address below on or before the closing date for application. Students who are selected for interview will normally receive an invitation within 2 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

(b) The job reference number(s) and job title(s) concerned should be clearly marked on the top of the application form.

(c) An applicant of the internship programme can apply **for a maximum of 3 posts**. You should also **state your priority of preference** on the top of the application form. You only need to fill in one set of application form.

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

Enquiry Telephone : 2339 6317

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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 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) 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.
- (H) 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.

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- 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.