

「藝術行政人員見習計劃」名額已滿，職位編號以「APP」結尾皆為「表演藝術及藝術製作人員見習計劃」見習職位。

All places for the "Internship Scheme for Arts Administrator" have been filled. Job reference No. ends with "APP" belongs to the "Internship Scheme for Artistic and Production Personnel".

*本局會持續為申請藝團及畢業生進行配對，直至名額滿額為止。

* HKADC will continue to match participating arts organisations with graduate applicants until all places are filled.

| 藝術機構/團體 Arts Organisations/ Arts Groups | 職位編號# Job Reference No.# | 職位 Job Title | 工作內容簡介 Job Description | 刊登日期* Posting Date* |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 國際演藝評論家協會 (香港分會) 有限公司 International Association of Theatre Critics (Hong Kong) Limited | AG002-2023-APP | 出版與研究主任 Publication and Research Officer | <ol style="list-style-type: none"> 1. 統籌本會目前正在進行的出版和研究項目，包括書籍和資料庫； 2. 管理社交媒體，推廣本會出版物； 3. 研探記錄保育的不同方式，聯繫合適的合作單位； 4. 撰寫計劃書開拓記錄保育的資源； 5. 執行由本會因應會務需要指派之任何工作； 6. 間或需要於辦公室以外之其他場地與在辦公時間以外工作。 | 10-7-2023 |
| 香港芭蕾舞團 The Hong Kong Ballet Limited | AG008-2023-APP | 舞蹈員 Dancer | <ul style="list-style-type: none"> - Participate in all classes, rehearsals and performances. - Participation in promotional and public relations activities, children auditions, education outreach programmes, school talks and other community engagement and patron cultivation activities. - Participate in tours to any place in the world. | 10-7-2023 |
| 7A 班戲劇組 Class 7A Drama Group Limited | AG018-2023-APP | 助理製作主任 Assistant Production Officer | <ul style="list-style-type: none"> - 協助整理劇團製作之物資 (如：布景、服裝、道具等)； - 協助處理劇團製作之行政、文書處理、總務及各項支援工作； - 協助處理劇團之舞台演出及藝術教育計劃之相關後台事務 (如：排練時間表、聯絡、舞台監督職務等) | 10-7-2023 |
| 城市當代舞蹈團 City Contemporary Dance Company | AG021-2023-APP | 見習舞蹈藝術家 Dance Artist Trainee | The Dance Artist Trainee role with City Contemporary Dance Company (CCDC) offers aspiring dancers an enriching training experience. This internship provides comprehensive training and diverse performance opportunities, allowing interns to participate as formal performers in the Company's programmes. Working closely with professional dance artists and choreographers. Interns engage in rigorous rehearsals and performance. They can focus on enhancing body language, exploring unique personal styles, and collaborating with experienced local and overseas dance artists | 10-7-2023 |

| | | | | |
|------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | | | <p>to create new works. Moreover, this role provides valuable insights into professional dance company operations and theatre production processes.</p> <p>Requirements:</p> <ul style="list-style-type: none"> - All local and international candidates are welcome; - Candidates with relevant academic qualifications in local institutions; - High level of dance skills and experience in stage performance; - Willing to travel internationally; - Creative mind with choreographic interest is a plus. | |
| 一舖清唱有限公司 Yat Po Singers Limited | AG023-2023-APP | 製作及技術助理 Production and Technical Assistant | 協助統籌及執行劇團各項演出、教育及社區活動之製作及技術支援 | 10-7-2023 |
| 香港文學館有限公司 The House of Hong Kong Literature Limited | AG029-2023-APP | 文學出版設計及編輯見習生 Literary Publication Design and Editor Trainee | <p>出版事務：學習設計、包裝及編輯書籍內容；培養美學觸覺及掌握實際市場潮流，同時認識書籍印刷及推廣的知識。</p> <p>公司日常設計製作事務：學習更新臉書及 Instagram、更新設計網頁、設計電子會訊及處理圖像設計。</p> | 10-7-2023 |
| 竹韻小集有限公司 Windpipe Chinese Music Ensemble Limited | AG036-2023-APP | 節目製作主任 Production Officer | <ul style="list-style-type: none"> - 配合樂團評作，執行節目製作安排以及指定工作內容，並協助技術統籌及舞台管理。 - 須不定時、在週六及 / 或假日工作（一般須每週工作 45 小時，如需超時工作會以補假作為補償）。 - 須戶外工作及隨團外訪。 | 10-7-2023 |
| 非物質文化遺產地脈協會有限公司 Intangible Cultural Heritage Earthpulse Society Limited | AG053-2023-APP | 駐機構舞台監督 Associate Stage Manager | 以舞台監督的身份參與機構的表演及製作，包括：人員調度、管理排練和演出現場，確保演員和舞台設備按時到位，協調演出節奏，監督舞台效果和燈光音響，與導演、演員和技術人員溝通協調，制定安全和應急方案，保證演出順利進行。 | 4-8-2023 |
| 香港弦樂團有限公司 Hong Kong String Orchestra Limited | AG057-2023-APP | 香港弦樂團常規團員 Hong Kong String Orchestra – Violin Tutti Player | Hong Kong String Orchestra (HKSO) is a non-profit organization and funding of the orchestra based on sponsors, government supports and tickets income from concerts. All the musicians of HKSO are freelance players. To have a full-time violin tutti player for the orchestra will lighten the manpower and financial burden of the orchestra. | 18-8-2023 |

| | | | | |
|-----------------------------------------------------------------------------|----------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | | | The Tutti player is to participate in all HKSO local concerts. In addition, he/she will assist the conductor of the Asia Youth String Orchestra (AYSO), a young string orchestra under HKSO in coaching the players during their regular rehearsals and performances. | |
| 孫少文基金會有限公司 Simon Suen Foundation Limited | AG062-2023-APP | Museum Design Trainee | Sun Museum is currently searching for a Museum Design Trainee to join its team: <ul style="list-style-type: none"> ● Assist in the design of exhibition catalogs and publicity materials such as leaflets ● Create content for the Museum's website and other electronic communications ● Produce captions and various design materials for exhibitions ● Arrange display, adjust lighting, and work with vendors to install exhibitions | 13-9-2023 |
| XCEED Limited | AG065-2023-APP | 見習藝術製作人員 Arts Production Intern | Responsibilities: <ul style="list-style-type: none"> ● Assist in the coordination and execution of art projects from conception to completion ● Collaborate with artists, designers, and production teams to ensure projects meet quality standards and deadlines. ● Assist in sourcing and organizing art materials and supplies. ● Assist with administrative tasks, including project documentation, budget tracking, and scheduling. ● Attend team meetings and contribute creative ideas to enhance project outcomes. ● Provide general support in the studio and during art installations. Requirements: <ul style="list-style-type: none"> ● A passion for art and a desire to learn about art production. ● Strong organizational and multitasking skills. ● Excellent communication and teamwork abilities. ● Detail-oriented with a keen eye for visual aesthetics. ● Proficiency in MS Office and Adobe Creative Cloud. ● Knowledge in any of the following software will be given priority consideration: Unreal/Blender/C4D/Unity/Maya; Touchdesigner; Madmapper ● Recently completed a degree in art, design, or a related field. | 6-10-2023 |
| 亞洲藝術文獻庫 Asia Art Archive Limited | AG066-2023-APP | 策展及教學項目助理 Curatorial & Learning Project Assistant | The intern will collaborate with the Curatorial and Learning & Participation teams at Asia Art Archive (AAA) to activate the collection for knowledge sharing and engagement. He/She will contribute to various exhibition projects, including the AAA booth at Art Basel in Hong Kong in 2024 and 2025, as well as library exhibitions in Spring and Fall 2024, and Spring 2025. The intern will also assist in designing school tours and producing archival toolboxes to empower young audiences in understanding primary source materials and exploring Hong Kong's art histories. They will produce | 27-10-2023 |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | | | a program series on the history of media art and technology and Educator Open House. | |
| 香港舞台技術及設計人員協會有限公司 Hong Kong Association for Theatre Technicians and Scenographers Company Limited | AG067-2023-APP | 項目助理 Project Assistant | <ol style="list-style-type: none"> 1. 協助籌備本會的演出 2. 安排演出事宜，聯絡各製作及創作單位、演出者等 3. 跟進各個製作部門的執行細節 4. 安排字幕製作及整理 5. 於演出期間當值，協助演出順利進行 6. 整理演出資料及記錄等 | 3-11-2023 |
| 滴音樂有限公司 Drip Music Limited | AG068-2023-APP | 助理監製 Assistant Producer | The Assistant Producer will work closely with the team in producing two large-scale concerts featuring overseas musicians under “Ensemble Transience—Jazz Across Boundaries” financially supported by the Arts Capacity Development Funding Scheme, and a multi-media performance which will be part of the East Kowloon Cultural Centre’s opening programmes. He/she will also assist in the production of various music performances, workshops and other cross-disciplinary programmes. | 3-11-2023 |