

2024/25 Arts Talents Internship Matching Programme

Application Guidelines for Interns

Overview

1. The Programme aims to provide arts and cultural internship opportunities for graduates of local and overseas tertiary institutes, facilitating a platform for graduates to collaborate with professional artists, organisations and practitioners. Through on-the-job training, the Programme enables the graduates to enhance their understanding towards arts organisations and production, encouraging them to embark on the profession.
2. The Programme, which consists of “Internship Scheme for Arts Administrator” and “Internship Scheme for Artistic and Production Personnel” , are now open for application. The Schemes offer 30 and 55 full-time internship places respectively. The internship period is 18 months.
 - 2.1 Internship Scheme for Arts Administrator: it aims to provide internship opportunities for graduates who aspire to work in the arts administration industry. It enables them to learn about the operation of arts organisations and the industry and encourages them to have long-term professional development in the industry.
 - 2.2 Internship Scheme for Artistic and Production Personnel:
 - (a) Artistic Personnel: it aims to provide residency opportunities for local young talents of performing arts (music/dance/drama/xiqu), including dancers, choreographers, actors, playwright, musicians, etc. It enables young talents to enhance their artistic skills and techniques and gain performance and production experience.
 - (b) Production Personnel: it aims to provide internship opportunities for graduates interested in stage and production arts, exhibition design and production, film and media arts production, publishing and editing business etc. It allows them to learn from the arts organisations and production, and gain work experience for their professional development in long term.

Eligibility

3. Internship Scheme for Arts Administrator:
 - Candidates must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above;
 - Graduates of local or overseas university, obtained within the last 3 school years* while submitting the application

4. Internship Scheme for Artistic and Production Personnel:
 - Candidates must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above;
 - Associate Degree Graduates or Higher Diploma Holders of local or overseas tertiary institutes or above, obtained within the last 3 school years* while submitting the application

*For local graduates, last three school years generally refer to 2021/22, 2022/23 and 2023/24.

5. Priority will be given to eligible applicants who graduated from local tertiary institutes, and who have not participated in any internship schemes organised by HKADC or Leisure and Cultural Services Department.

Scheme Content

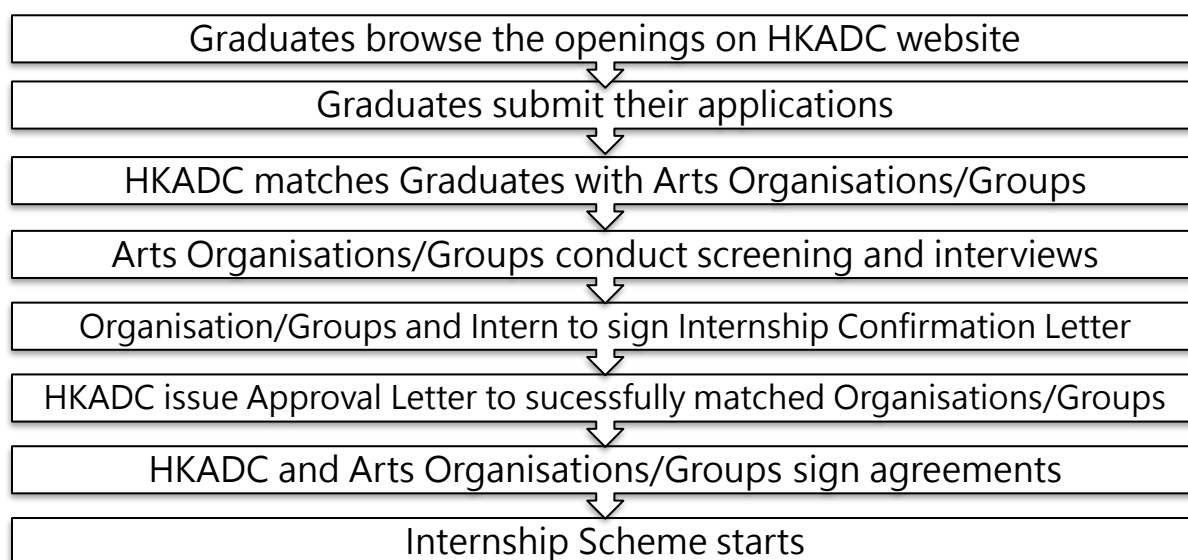
6. Interns of Internship Scheme for Artistic and Production Personnel will participate in at least 3 public performances/productions.

7. The commencement date of the Internship Scheme will be mutually set by the intern and the arts organisation/group. Interns may be assigned to take part in coordinating the inaugural Hong Kong Performing Arts Expo, which is scheduled to take place in mid-October 2024, for three weeks. Details are subject to arrangements at the time.

8. The monthly salary of intern is no less than HK\$17,200, plus the employer's contribution to the Mandatory Provident Fund (MPF) no less than HK\$860 (equivalent to 5% of the monthly salary), and the employer's compensation insurance policy for the intern during the approved internship period.

Matching Process

9. Vacancies will be published on HKADC website (www.hkadc.org.hk) for graduates' references from 3 July 2024 onwards. Graduates must indicate their preference on internship scheme, job reference numbers and position titles in order. HKADC will match the graduates with the arts organisations/ groups in accordance with their preference. Arts organisations/groups will conduct the screening and interview process. The matching process is as follows:



10. Graduates may submit applications any time after the commencement of the Programme. HKADC will continuously match graduates with participating arts organisations/groups until all funding places are filled. If the graduate applicant is deemed suitable after the interview, both parties must sign an Internship Confirmation Letter and return it to HKADC immediately by the organisation/group to confirm the funding places. The internship will only start after an Approval Letter is issued to the successful organisation/group and the Agreement is signed between HKADC and the organisation/group, and the employment contract is signed by the graduate and the organisation/group.

Application Method

11. Application Form can be downloaded from HKADC website (www.hkadc.org.hk) starting from 3 July 2024. Completed application form together with all supporting documents must be submitted to HKADC via email to intern@hkadc.org.hk. Vacancies of the Schemes will be updated on HKADC website regularly.

12. Applicants should submit one application form only. Applicants are encouraged to submit curriculum vitae as supporting documents for arts organisations/groups' consideration. Applicants shall indicate their preference on internship scheme, job reference numbers and position titles in order. HKADC will match the applicants with the arts organisations/ groups in accordance with their preference, and transfer the information to Arts organisations/groups for screening and interview purposes.
13. HKADC will send an acknowledgement email to applicants in 5 business days upon receipt of a completed application. Applications which do not fully meet and comply with the conditions of the Application Guidelines will not be accepted or processed by HKADC.

Enquiries

14. For any enquiries, please call 2827 8786 or email to intern@hkadc.org.hk to contact HKADC.

Hong Kong Arts Development Council
3 July 2024

The Hong Kong Arts Development Council reserves the right, in its absolute discretion, not to accept any proposal submitted in response to this Invitation. The HKADC also reserves the right to amend or the supplement or to cancel this Invitation at any time without further notice.

(In case of discrepancy between the Chinese and English versions, the Chinese version shall prevail.)