

Job Duties and Requirements of Summer Interns 暑期實習生的職責及入職要求

(Proposed Work Schedule: 4 July 2022 to 31 August 2022)

Unit 組別	Number of summer interns required 暑期實習生要求人數	Job Duties 職責	Requirements 入職要求
Research & Editorial 研究及編輯組	2	<ol style="list-style-type: none"> 1. To assist in research and compiling information, writing-up, proofreading etc. for the production of <i>Hong Kong Filmography</i>; 2. To assist in transcribing interviews, proofreading transcripts, and compiling interview materials for the “Oral History Project”; 3. To assist in compiling research materials and clippings into relevant film or film personality files; and 4. To input and update reference materials on databases about Hong Kong films. <ol style="list-style-type: none"> (1) 協助《香港影片大全》的出版工作，包括資料搜集和整理、撰寫內容、校對等工作； (2) 協助抄錄「香港影人口述歷史計劃」訪問、校對抄錄稿及整理訪問物料； (3) 協助將研究資料及剪報按分類入檔；及 (4) 輸入及更新香港電影參考庫資料。 	Applicants must – <ol style="list-style-type: none"> 1. be permanent residents of Hong Kong Special Administrative Region; 2. be students who will advance to the second year or above in local/overseas post-secondary institutions studying full-time Bachelor degree programmes of any disciplines in the 2022/23 school year; 3. not be studying in or have just completed their final year of study before the summer internship period commences; 4. be able to read and write both Chinese and English; and 5. be proficient in Chinese typing and computer applications, such as MS Excel,

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Resource Centre 資源中心	2	<ol style="list-style-type: none"> 1. To assist in compiling information and updating records of film-related materials; 2. To assist in the arrangement and processing of film-related materials, including retrieving, checking, packing, labelling, sorting and shelving of audiovisual materials, periodicals, books, etc. <ol style="list-style-type: none"> (1) 協助整理及更新與電影相關物料的資料及紀錄；及 (2) 協助安排及處理與電影相關物料（例如：視聽資料、雜誌、書籍等）的工作，包括尋找、檢查、包裝、登記、分類及上架。 	<p>MS Word, etc. Preference will be given to candidates with knowledge in Hong Kong films.</p> <p>申請人必須：</p> <ol style="list-style-type: none"> (1) 為香港特別行政區永久性居民； (2) 將於 2022/23 學年在本地或海外專上院校修讀任何全日制學士學位第二年或以上課程； (3) 並非在暑期實習期開始前正在修讀或剛完成最後一年課程； (4) 能閱讀及書寫中文及英文；以及 (5) 熟悉中文輸入法及電腦操作，如 MS Excel、MS Word 等。 <p>申請人如對香港電影有認識者會獲優先考慮。</p>
Administration & Venue 行政及場館組	1	<ol style="list-style-type: none"> 1. To assist in and support front-of-house and venue operation including various venue facilities like Cinema and Exhibition Hall; and 2. To prepare attendance statistics of docent visits, group visits, and film screenings. 3. To assist in and support front-of-house and venue operation including various venue facilities like Cinema and Exhibition Hall; and 4. To prepare attendance statistics of docent visits, group visits, and film screenings. <ol style="list-style-type: none"> (1) 協助及支援前台工作及場地運作，包括電影院及展覽廳等場地設施；及 (2) 整理參與活動的人數統計，包括導賞服務、團體參觀及電影欣賞。 	

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Total	5	<p>(3) 協助及支援前台工作及場地運作，包括電影院及展覽廳等場地設施；及</p> <p>(4) 整理參與活動的人數統計，包括導賞服務、團體參觀及電影欣賞。</p>	