

Communications and Public Affairs Office Hong Kong Shue Yan University

Position: Assistant Producer (Full-time)

Communications and Public Affairs Office is inviting applications for the position of Assistant Producer. The appointee reports to the Head of Production Division, CPAO.

Responsibilities:

- Assist in organizing and planning for shoots, locations, equipment, and schedules;
- Manage Audio production equipment;
- Assist in the post-production process, including editing support, reviewing footage, and ensuring quality control;
- Address any issues or challenges that arise during production, ensuring minimal disruption;
- Other administrative duties consistent with the role as required by the Head of Production Division.

*Shift duties in evenings and at weekends are required.

Requirements:

- Bachelor's degree or equivalent.
- Good administrative and strong interpersonal skills.
- Self-driven, people-oriented, and possesses a sense of responsibility.
- Good command of spoken and written Cantonese, English and Mandarin.
- Working experience in tertiary institutions will be considered an advantage.

Salary will be commensurate with qualification and experience. Candidates with more experience will be considered as the rank of "Producer".

Application Procedure:

Applicants should apply by sending:

- (1) a cover letter
- (2) a complete CV (information on current and expected salaries should be included)
- (3) an application form which can be downloaded from:

<https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc>

Please send the above documents to Ms. Janice Lai via e-mail: mylai@hksyu.edu.

Application Deadline:

15 October 2025 (or until position is filled)

Only shortlisted candidates will be contacted. Personal data collected will be used for staff recruitment purposes only.