

Audio Video Production Assistant (Full time)
Department of Journalism and Communication

To support the further development of the Mrs. Dorothy Koo and Dr. Ti Hua Koo Plaza, the Department of Journalism and Communication is now seeking to appoint a high calibre candidate to the position of Audio Video Production Assistant for the daily operation.

Major Responsibilities:

- Assist the audio video production supervisor to complete school projects;
- Liaise with internal and external parties for related matters;
- Offer general clerical support, including handling procurements and documents;
- Assist in repair and upkeep of studio and production sets and properties;
- Perform any other duties assigned by the Director of Development and Communications

Requirements:

- A diploma/degree with at least 3 years of work experience, preferably in administration, project coordination or any related fields;
- Knowledge of professional audio/video and staging techniques, facilities, and equipment;
- Good interpersonal, presentation and communication skills;
- Mature, self-motivated, able to work independently and meet tight deadlines;
- Good command of English, Cantonese and basic Putonghua;
- Proficient in Microsoft Office and Chinese Word Processing;
- Immediate availability is highly preferred.

Applicants should send a completed application form, resume and Cover Letter to the to Ms. Janice Lai via e-mail: Application form can be obtained at:

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

For further information about the Department, please visit <https://jc.hksyu.edu/en>.

Application Deadline

Deadline: 31 December 2023, or until position is filled.

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