



FM Event Limited Internship Opportunity

Internship Information

- Nature of Business:** Event Organization and Entertainment
Company website: <http://www.fmgroup.com.hk/>
Position: Project Assistant-Intern
Working Hours: From 10:00am to 7:00pm
No. of Vacancies: 5
Internship Period: July 2017 to August 2017
Allowance: HK\$2,000 to HK\$4,000 per month
Working Location: San Po Kong
Enrolment Deadline: 12 July 2017 (Wednesday)

Description of Duties

Assist the event operation, including:

- ⊙ Event planning
- ⊙ On-site execution
- ⊙ Design
- ⊙ Photo and video taking and editing

Job Requirements

- ⊙ Good command and English and Chinese
- ⊙ Knowledge of AI, Photoshop or Video Editing is an advantage

Preferred Concentration Studies

Associate Degree

- ⊙ Marketing
- ⊙ Creative Communication
- ⊙ Creative Digital Media Design
- ⊙ Creative Media Writing
- ⊙ Film, Television and Digital Media Studies
- ⊙ Media Communication

Undergraduate Degree

- ⊙ Marketing
- ⊙ Integrated Communication Management
- ⊙ Media and Social Communication

Enrolment: - Download application form:

SDC website: <http://www.cie.hkbu.edu.hk/sdc/>
(Activity Enrolment > Internship / Job Opportunities)

- **Completed form with detailed CV and University Transcripts** should reach the Student Development Centre, 6/F Shek Mun Campus or the "College of International Education, Student Development Centre— Collection Box" at 8/F SCE Tower before **5:30pm, 12 July 2017 (Wednesday)**.
- Completed documents could be send to "Student Development Centre, 6/F, 8 On Muk Street, Shek Mun, Shatin" by post.
- **Application with incomplete documents or sent by email will not be entertained.**

Enquiry: Ms. Yuen Chan (3411-3303 / ciesdc@hkbu.edu.hk)

