

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary and Primary School is a non-profit making co-educational English medium school under the Direct Subsidy Scheme (DSS) which began operations in September 2006. We are a through-train primary and secondary school which places great emphasis on 3 literacies (Chinese, English and IT) and is committed to the tradition and educational belief of the Hong Kong Baptist University in educating the 'whole person'.



We invite qualified candidates to apply for the following position: -

Media Officer

Major Duties

- ◆ To create and develop graphic and digital multi-media, e.g. Videos, audios, brochures, etc.
- ◆ Maintain and keep related equipment in good working condition
- ◆ To assist teachers with Campus TV broadcasting, trainings and video editing & production
- ◆ To assist with Facebook and other social media post preparation and uploads
- ◆ Handle photo & video shooting and editing
- ◆ To support school campaigns, function, activities, etc.
- ◆ Handle any duties/admin tasks/ad-hoc projects as assigned

Requirements

- ◆ Diploma/Degree in Technical Art/Multimedia/Creative Media or related disciplines
- ◆ Proficient in After Effects, Premiere Pro, Photoshop, etc.
- ◆ Creative, responsible, independent and self-motivated
- ◆ Strong interpersonal & organizational skills, attentive to details and able to meet tight deadlines
- ◆ Good command of both written and spoken English and Chinese
- ◆ Relevant school working experience will be an advantage

Application Procedure:

Please send your full CV and an application form (downloadable at <http://www.hkbuas.edu.hk>) together with copies of credentials to the Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T. or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)