

Video Production Specialist (Ref: 2401451) **Faculty of Humanities**

The Faculty of Humanities is seeking a talented and motivated Video Production Specialist to support our marketing video production processes. The successful candidate will be involved in all stages of video production, including planning, creating, editing, uploading, and managing videos across a variety of distribution channels.

As a Video Production Specialist, you will have the chance to demonstrate your creative expertise, technical skills, and storytelling ability, producing engaging videos that showcase our Faculty as an industry leader. You will play a key role in communicating our brand through video and contribute to projects that make a lasting impact. Specifically, you will:

- (a) Have at least 3 years of solid experience in hands-on video production and editing, and enjoy the behind-the-scenes work of producing and packaging video content that captivates and engages audiences.
- (b) Possess strong technical skills, with experience using e.g.: Final Cut Studio, Adobe Creative Suite (including AfterEffects), AVID, and other video editing software.
- (c) Demonstrate excellent project management and organizational skills, participating in the pre-production planning and post-production, as well as collaborating closely with agencies and stakeholders.
- (d) Be an effective communicator, capable of providing status updates to key stakeholders both internally and externally.
- (e) Showcase creativity, contributing ideas to scriptwriting, content planning, and visualization.
- (f) Coordinate logistics, including studio time or shoot locations, and work with agencies and stakeholders to ensure video content is tailored to each project's requirements.
- (g) Perform other duties as assigned by supervisors.

The initial appointment will be for 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Film, Marketing, Communications, or production-related fields, with at least 3 years of relevant full-time post-qualification working experience. Previous video production experience with an agency or within a creative department is strongly desired. Those with freelance or contract experience will also be considered, provided they possess the right skill set. Applicants must have good verbal and written communication skills, with proficiency in both English and Chinese (Cantonese and/or Mandarin); be attentive to detail; possess strong interpersonal and organisational skills; and demonstrate the ability to work under pressure. A strong visual sense and creativity are essential.

Shortlisted candidates will be invited to provide a portfolio of their work, showcasing their marketing projects and video production experience.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Assistant in the University).

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. Review of applications will start from **6 January 2025**, and will continue until the post is filled. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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