

WAREHOUSE INTERNSHIP SCHEME



We are currently looking for 2 interns to support different programmes of the Warehouse Makerspace, such as:

- HSBC Hong Kong Community Festival and Community Partnership Programme 2021 (Funded by HSBC)
- Young Maker Programme (Funded by UBS)
- Other programmes collaborating with other non-profit and business organizations

You will be able to:

- Assist in organizing, implementing and coordinating a wide range of “making” activities that foster maker culture, creativity, and community development
- Gain practical experience in programme coordination from communicating with various parties, supporting digital and social media marketing to assisting in on-site operation and administrative work
- Get familiar with maker culture and expand your network with creative talents and makers

Your major tasks during the internship:

- Programme coordination and execution, such as event scheduling, logistic support, participant registration, and liaison with makers, volunteers etc.
- Publicity and marketing support, such as drafting posts on social media platforms for pre-event promotion and post-event sharing
- On-site support on event day(s), such as assisting in venue set-up and dismantling
- Other administrative work

Join us if you are:

- A full-time undergraduate student during the internship period (Year 2 or above is preferred)
- Interested in the culture, creative and design industry or maker culture
- Having a good command of written and spoken English and Cantonese
- Proactive, responsible, well-organized, detail-oriented, and with a good interpersonal relationship
- Experienced in organizing activities/events (e.g., activities of university student society)
- Proficiency in graphic/poster design / Adobe Photoshop / Illustrator is a plus

Remarks

- The internship will start in September and end in December 2021
- Interns must commit to the internship for no less than 16 hours per week of which half of the time working at The Warehouse Teenage Club in Aberdeen
- Transport and meal allowance will be provided
- Subject to the situation of the pandemic, internship schedule and arrangement would be adjusted with mutual discussion

Application procedures

- Interested candidates please fill in the application form and upload your CV by 7 September (Tue) to <https://forms.gle/kMJB1qHbXuBRWxHf6>
- Shortlisted candidates will receive an email by 10 September (Fri) and then proceed to an online interview on 15 September (Wed) or 16 September (Thu)
- Offer will be released by 17 September (Fri)

Enquiry

- For any enquiry, please contact us at makerspace@warehouse.org.hk