

**Television Broadcasts Limited**  
 電視廣播有限公司

**2018 Summer Internship for The Chinese University of Hong Kong**  
 Department of Translation

<u>Div/Dept</u>	<u>No. of Vacancies*</u>	<u>Engagement Period</u>	<u>Job Description</u>	<u>Stream of Study</u>	<u>Other Requirements</u>	<u>Working Hours</u>	<u>Work Location</u>
Programme Development For Non-drama	2	June 1 to August 31, 2018 (3 months)	1. General research work including idea research and field research	TV/ Film; Journalism/ Communication	General PC knowledge and Chinese word processing	Irregular	TVB City
Pearl Purchasing & Scheduling	2	June 1 to August 31, 2018 (3 months)	1. Update publicity materials library 2. Housekeeping digital files library 3. Housekeeping library materials 4. Internet/ online searching 5. Filing	TV/ Film; Journalism/ Communication; Language/ Translation	General PC knowledge and Chinese word processing	Office hours	TVB City
Merchandise Licensing	2	June 1 to August 31, 2018 (3 months)	1. Assist in prize and product sponsorship 2. Logistic operation 3. Assist in programmes related Big Big fun projects 4. Documentation and data entry	TV/ Film; Journalism/ Communication	General PC knowledge and Chinese word processing	Office hours	TVB City
News & Informatino Services	2	June 1 to August 31, 2018 (3 months)	1. Write news stories through interview and research 2. News translation 3. Production of news cast 4. Using CG & design skills to present news	Language/Transla tion	General PC knowledge and Chinese word processing	Irregular	TVB City
Corporate & Community Relations	1	June 1 to August 31, 2018 (3 months)	1. Handle audience hotline and email enquiries 2. Organize community events 3. Other clerical wor related to the above and update materials in the Resources Centre	Langauge/ Translation; Journalism/ Communication	Good communication skills in both written and spoken	Office hours	TVB City

\* The exact number of students accepted as interns would depend on the results of their interviews.