



Dear Students,

Student Hosts Wanted for the 27th Recognition Ceremony (Apply by 13 Mar)

Interested in contributing to the success of the [27th Recognition Ceremony](#) to celebrate students' achievements and contributions? The Centre of Development and Resources for Students (CEDARS) is currently looking for a group of motivated student hosts who have strong interest in co-working with us from March to April 2024 for the event:

Post A: Master of Ceremonies (MC)

Responsibilities

- To facilitate the smooth running of the ceremony to be held in Rayson Huang Theatre in the afternoon of 27 April 2024

Requirements

- Excellent command of spoken and written English and Chinese, confident, presentable, organised, detail-minded and with good communication skills

Engagement Period

- 27 April 2024 (Saturday), full day (with specific duty time to be confirmed nearer the event)
- Selected MCs will attend preparation meetings and rehearsals in April

Benefits

- MC training to be provided
 - Points for [CEDARS Reward Scheme](#)
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Post B: Event Assistant

Responsibilities

- To provide on-site logistics support, such as venue set-up, registration and crowd control

Requirements

- Good command of spoken and written English, self-motivated and with good communication and interpersonal skills

Engagement Period

- 27 April 2024 (Saturday), full day (with specific duty time to be confirmed nearer the event)
- Selected student hosts will attend a short briefing on the spot

Benefits

- Honorarium
 - Points for [CEDARS Reward Scheme](#)
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Post C: Video Producer

Responsibilities

- To produce videos from storyline creation, pre-production, shooting to video-editing

Requirements

- Self-starter who can take direction and contribute ideas, with creativity, high level of commitment, strong sense of responsibility, knowledge and skills to master video editing software and programme, solid video shooting / video production experience

Engagement Period

- March to April 2024 (Flexible work arrangement)

Benefits

- Honorarium to be provided on a project basis
 - Points for [CEDARS Reward Scheme](#)
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Post D: Photographer

Responsibilities

- To produce a varied range of photography including people and event situational shots, etc.

Requirements

- With creativity, high level of commitment, strong sense of responsibility, knowledge and skills in photo retouching, solid experience with digital cameras and lighting, excellent attention to details

Engagement Period

- 27 April 2024 (Saturday), full day (with specific duty time to be confirmed nearer the event)

Benefits

- Honorarium
 - Points for [CEDARS Reward Scheme](#)
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Post E: Social Media Content Specialist

Responsibilities

- To write captions and publish stories and posts of the 27th Recognition Ceremony on CEDARS Facebook and Instagram

Requirements

- Good command of spoken and written English, creative, self-motivated, detail-minded and with good communication and writing skills

Engagement Period

- 27 April 2024 (Saturday), afternoon (with specific duty time to be confirmed nearer the event)
- Selected student hosts will attend a short briefing on the spot

Benefits

- Honorarium
 - Points for [CEDARS Reward Scheme](#)
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Application

Students are welcome to apply online at https://wp3.cedars.hku.hk/form/web/recruitment_of_student_hosts **by 13 March 2024 (Wednesday)**.

Please apply as soon as possible as applications will be reviewed on a rolling basis. Candidates who are not contacted within 4 weeks after the application deadline should regard their applications unsuccessful. For enquiries, please contact us at student-hosts@cedars.hku.hk.

We look forward to having your participation!

Best regards,
Centre of Development and Resources for Students