香港教育大學
The Education University of Hong Kong

Multimedia Designer (Ref: 2501244)
Faculty of Liberal Arts and Social Sciences

The appointees will be responsible for producing presentation materials and multimedia content through integrating text, images, audio, and video to promote various programmes, courses, and events of the Faculty. Main duties include (a) designing a range of communications and collateral materials, such as printed posters, flyers and brochures, and presentation materials; (b) creating high-quality digital images, videos (including AI), animation and other graphic design content for communication materials, websites, social media platforms and online publications; (c) handling other photo-shooting, image-retouching, video-taking and video-editing tasks as requested by the post; (d) managing and maintaining video equipment, ensuring that all cameras, lenses, and lighting gear are in optimal working conditions; and (e) performing any other duties as assigned by the supervisor(s). The appointee may be required to work in irregular hours, perform outdoor duties and traveling outside of Hong Kong and undertaking work as assigned by the University, where necessary.

Applicants should (i) have a Bachelor's degree, preferably in design, multimedia, marketing, public relations or a related discipline; (ii) be passionate in digital marketing, social media design and video production; (iii) have hands-on experience in photography, video production, multimedia and graphic design, preferably related to social media and events; (iv) high proficiency in AVID and Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, InDesign, etc.); (v) be responsible, self-motivated, willing to learn new skills, and able to work under pressure to meet the tight deadlines, and a good team player; and (vi) have effective verbal and written communication skills, with proficiency in both English and Chinese.

It would be considered an advantage if candidates understand different social media platforms and know how to optimise the impact of social media content.

Applicants are welcome to provide a portfolio of their work, showcasing their marketing projects and video production experience.

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 on or before **16 December 2025**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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