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Employment Recruitment Form

Company Name:	Christie's	
Address:	22/F Alexandra House Central Hong Kong	
Business Reg. No:	10444484-000-07-23-9	Tel No: 29786791

Position Offered:	Experienced video production creative
Job Mode: <i>Please delete inappropriate</i>	Contract (renewable)
No. of Vacancies:	1
Contact Person:	Janet Tung
Job Starting Date:	ASAP
Job Description:	<ul style="list-style-type: none"> • Manage and deliver high-quality video productions • Project the budget and timeline on multiple, simultaneous video projects (online, pre-sale, post-sale, general branding and live auction live streaming) • Track production schedules with other team members, external vendors, internal talents, marketing managers and update stakeholders • Involve in every aspect of production from concept to completion with the external production vendors and art specialist teams (creative and art direction, treatment suggestion, filming direction and post-production skills) • Good communication and collaboration with other team members, different marketing functions (Comms, Marketing Managers and Content Marketing Managers), Operations and specialist departments (specialists, sale coordinator and Head of Sale Management). Meet internal clients directly whenever necessary to understand the goals of their projects, provide video treatment and creative input and consequently summarise the concepts and then execute • Hire and explore the potential talents (freelance producer, animator and production houses) • Manage purchase to pay process and ensure vendors' invoices are submitted and settled on-time

	<ul style="list-style-type: none"> • Oversee and facilitate video and live auction livestreaming requests from overseas offices. Occasionally joining global night call may be needed • Familiar with livestreaming production (including social media platforms) • Professional on film set (coordination & logistics, book locations, crew meals and etc.) • Conduct image, footage research and licensing (may need to work with Legal team) • Maintenance of video archive, hard drive storage, and file management. Distribution to multiple outlets globally (website, social media platforms, gallery screens and touring sites, etc) • Gate keeper of branding, formatting and proofreading text, scripts, credits, and translations • Video editing and subtitle placement if needed • Work in an energetic and creative multimedia team and design team in a fast-pace work environment • Support Head of Design & Production in all other team’s projects and administrative tasks
<p>Job Requirement: (limit to 80 words)</p>	<ul style="list-style-type: none"> • Bachelor degree in design, creative, advertising or marketing • Minimum 5 years’ experience in film, broadcast, media production, or related field or equivalent experience at digital media agency, production house, or in-house creative • Strong portfolio high-quality and client engaging videos (art-related or luxury-related is a plus) • Expert in all aspects of video production who is able to direct professional external vendors and internal talents • Excellent storytelling with a command of aesthetic visual, communication, narrative, and motion design principles, including composition, framing, and timing • Flexible to direct big productions as well as getting hands-on in smaller projects • Understanding of what makes content, everything from live action to motion graphics - engaging and successful across channels and key audiences • Deep knowledge and hands-on experience in videography, lighting, camera operation, sound recording, and video editing • Proficiency in video editing software (e.g. Final Cut Pro, Premiere, After Effects)

	<ul style="list-style-type: none"> •Familiar with video hosting platforms BrightCove and Vimeo is a plus •Familiar with live streaming software and platforms like OBS, WireCast, Vmix and Restream is a plus •Experienced in large or small scale live streaming production is a plus •Demonstrate can work with individuals and stakeholders from diverse cultures, backgrounds and orientations •Comfortable in a fast-paced hyper-growth environment •Confident in working with senior members of staff and executives •Passionate self-starter with high-level of initiative, ownership and discipline •Excellent organisation and time management •Experience communicating with and managing external vendors •Show initiative, drive and a commitment to innovation and keeping up with trends •Great communication skills, both in written and verbal English and Chinese, Mandarin is a plus
Salary*:	Roughly HKD47320
Benefits:	To be confirmed
Application Procedure: (1) Documents Required (2) Send to (3) Method - Fax/Tel no. - Mailing/Email address	Please send cv to jtung@christies.com
Closing Date: (dd-mon-yyyy)#:	31 Aug 2024

* Employer should ensure that the salary complies with the requirements of the Minimum Wage Ordinance (MWO) (CAP. 608).

The duration of the job posting is under the sole discretion of School of Creative Media (SCM). Normally, the job advertisement will be posted for two weeks.