

THE HONG KONG POLYTECHNIC UNIVERSITY

PAO YUE-KONG LIBRARY

Post Specification

Information Technology Officer (Media & Emerging Technology Services) (Ref. 22032510-E2)

Duties

The appointee will work with a team of library staff members to develop, implement and maintain library applications and digital service initiatives.

The appointee will be required to:

- (a) assist in organizing workshops and seminars for the MakerMindset@i-Space programme;
- (b) oversee the setup of self-service studios, media creation and live event venue in the Library;
- (c) assist in developing, managing & providing technical support for the Library's multimedia production projects;
- (d) participate in providing user training in using emerging technologies such as 3D printing, vinyl cutting and laser cutting;
- (e) plan and support video production, live-streaming broadcast and virtual events;
- (f) perform shift duties at Technical Support Desk; and
- (g) perform any other duties as assigned by the University Librarian or her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree or an equivalent qualification in Multimedia, Media Production, Educational Technology, Information Technology, or a related discipline;
- (b) at least five years of work experience, preferably in an academic library or an educational institution;
- (c) professional knowledge in audiovisual (AV) equipment operation, setup and maintenance, such as audio and video mixer, live sound & lighting system, PA system;
- (d) proficiency in media production software, such as Dreamweaver, Photoshop, Illustrator, InDesign, Adobe Acrobat Pro DC, Premiere Pro and Final Cut Pro;

- (e) hands-on experience in live-streaming broadcast and virtual events and good knowledge in related technology, such as OBS Studio, live steaming controller, streaming server setup and management;
- (f) strong analytical skills, and good interpersonal and communication skills, and
- (g) good command of both written and spoken English and Chinese.

[Applicants who have responded to the previous advertisement need not re-apply.]

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 7 April 2022 until the position is filled.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

25 March 2022