



THE CITY OF NEW YORK
MAYOR'S OFFICE
OF FILM, THEATRE,
AND BROADCASTING



INTERNSHIP OPPORTUNITIES

The Mayor's Office of Film, Theatre & Broadcasting is the one-stop shop for all production needs in New York City. The agency markets NYC as a prime location, provides premiere customer service to production companies and facilitates production throughout the five boroughs. Whether production companies are shooting a feature film, a commercial, a television show or a music video, the Mayor's Office of Film, Theatre and Broadcasting serves as an invaluable resource on everything from permits and police to parking and locations.

Fall, spring and summer internships are available and ideal for students interested in the film and television industry, production, communication, and government relations, particularly in New York City.

RESPONSIBILITIES:

Production Interns

- Greet permit applicants (producers, location managers and other industry professionals) and supply the appropriate forms for their particular projects;
- Provide customer service support such as fielding questions and guiding applicants through the permitting process;
- Review completed permit application forms before obtaining final approval from a Permit Coordinator;
- Compile and organize informational packets for production meetings; and
- Provide general administrative support (filing, faxing, phones, etc.).

Press Intern

- Students in journalism or communication programs, preferred;
- Graduate or undergraduate with at least two years completed in their

Marketing Interns

- Research and maintain lists of contacts for local entertainment production community. This can include distributors, production services, location managers, pre-production office space, studios, and post-production houses;
- Research information on film, television and theatre industries both locally and nationwide—this includes information on release dates, premieres, press kits and talent contact information;
- Provide support in the development and implementation of the “Made in NY” Discount Card Program through which vendors offer discounts to local productions;
- Research information on City resources and provide logistical support for panel discussions and other MOFTB events.
- Outreach to industry to promote MOFTB services and outreach to community to promote local production industry;
- Assist with other special projects as

- program or major;
 - Daily review of general news and entertainment trade publications, clip articles related to NYC entertainment production;
 - Contribute articles for MOFTB newsletter and website;
 - Update press contacts;
 - Update news archives;
 - Research productions shooting in NYC to assist in press responses;
 - Assist in press outreach to maximize media presence at MOFTB announcements and events;
 - Provide general administrative support (filing, faxing, phones, etc.).
- needed; and
 - Provide general administrative support (filing, faxing, phones, etc.).
 - Proficiency in Adobe In-Design and Photoshop, and Apple Macintosh products a plus.

REQUIRED SKILLS:

- Proficiency in Microsoft Office;
- Ability to complete projects quickly, accurately and with attention to detail;
- Ability to handle multiple projects at one time;
- Excellent organizational and research skills;
- Ability to work within a collaborative environment; and
- Pleasant phone manner.

COMMITMENT:

Interns must be able to work 2-3 days per week from 9:00am until 5:00pm for a minimum of 3 months and maximum of 5 months.

COMPENSATION:

Internships are unpaid but can be completed for school credit.

CONTACT:

If you are interested in applying for an internship, send your cover letter, resume and availability to internship@film.nyc.gov

For production internships, "Attention: Habibah Ali"
 For marketing internships, "Attention: Rebecca Lynch"
 For the press internship, "Attention: Marybeth Ihle"

For more information on the Mayor's Office of Film, Theatre and Broadcasting, please visit www.nyc.gov/film.