



Department of Information Technology and Telecommunications | The City of New York

## INTERNSHIPS AT NYC MEDIA GROUP

*NYC Media Group is the official network of the City of New York and is comprised of television, radio and digital media assets. Fall, spring and summer internships are available and ideal for students interested in broadcasting, production, marketing, and government relations, particularly in New York City.*

### **Business Development & Marketing Intern**

Interested applicants will assist NYC Media Group's Marketing team with branding and promotional strategies for all television and online properties. We're looking for candidates with strong interest in media, television, and digital entertainment. Candidates should have a background in communication, strong research skills, and event planning experience. Knowledge of Photoshop, video editing software, and market research a plus.

### **Production Assistant**

Work with and assist the Producers and crew members in the field with a hands-on approach. Candidates will be participating in daily television production and assisting with television operations. Candidates will be involved in all aspects of story coverage and show production including research, show development, shoot set-up etc. Knowledge of Final Cut Pro is a plus.

### **Graphic & Print Design Intern**

Assist the Post-Production department in creating motion graphics for TV and printed materials such as ads, posters, flyers, and catalogues. Knowledge of Adobe Illustrator, Photoshop, and InDesign is required. Adobe After Effects is required for motion graphics work. Knowledge of Autodesk Maya is a plus.

### **ENG Intern**

Work with and assist the camera operators and audio engineers in the field with a hands-on approach. Candidates will learn all technologies relating to ENG [Electronic News Gathering]. ENG training will include all technical aspects of production where a candidate can acquire skills and knowledge of camera operation, familiarity with different video formats, lighting and sound experience.

### **Editing Intern**

Candidates will work closely with Editors in the Post-Production department capturing, organizing and editing programs, videos, interstitials, promos, and special event programming. Knowledge of Final Cut Pro required.

### **Legal Intern**

Candidates will assist the Senior Legal Counsel with legal-related matters. Research copyright and trademark issues and FCC regulations, and write memoranda as applicable. Review and assist in the drafting of contracts and grant proposals. Maintain files and documentation, and assist with general business projects.

one centre street, 27th floor | new york, ny 10007 | t 212 669 7400 | f 212 669 8448 | [nyc.gov/tv](http://nyc.gov/tv)





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### Grants Intern

Candidates will assist the Grants and Development Coordinator with grant-related matters. The intern must have excellent research and communications skills. Major duties will include: researching grant opportunities on a regular basis, contacting foundations about grant application procedures and requirements, some writing and editing of grant proposals, and liaising with production staff to acquire information needed for grant proposals. Knowledge of Microsoft Excel is required.

If you are interested in applying for an internship, please send your cover letter, resume and availability to [internship@film.nyc.gov](mailto:internship@film.nyc.gov), "Attention: Rebecca Lynch."

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