



# 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 film and television production, 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;
- Maintain and update permit file database; and
- Provide general administrative support (filing, faxing, phones, etc.).

### **Marketing Interns**

- Research and maintain lists of contacts for local entertainment community, including distributors, production services, location managers, pre-production office space, studios, and post-production houses;
- Provide support in the development and implementation of discount programs for vendors to offer to "Made in NY" 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
- Provide general administrative support (filing, faxing, phones, etc.).

## 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](mailto:internship@film.nyc.gov)

For production internships, "Attention: Habibah Ali"

For marketing internships, "Attention: Jorge Hernandez"