

**ORGANIZATION PROFILE:** The Mayor's Office of Media and Entertainment's mission is to support and strengthen New York City's creative economy and make it accessible to all. MOME comprises four divisions: the Film Office, which coordinates on location production throughout the five boroughs; NYC Media, the city's official broadcast radio and television station; the Press Credentials Office (PCO), which issues press cards; and Programs and Initiatives to advance industry and workforce development across NYC's creative sectors. For more information about MOME, please visit [www.nyc.gov/mome](http://www.nyc.gov/mome).

A small legal unit provides guidance to MOME on a variety of topics including laws pertaining to local government, broadcast and cable stations, the use of public property for filming, intellectual property, Freedom of Information Law and records retention, and procurement laws. The legal unit also drafts contracts and regulations, and it comments on bills and proposed rules affecting the media and entertainment industry.

**RESPONSIBILITIES:** Under supervision the legal intern may:

- Research legal issues relating to MOME's film permits, television and radio network, PCO Office and workforce and educational initiatives.
- Review MOME's creative work product and NYC Media programs for legal compliance.
- Research questions about the Freedom of Information Law and review documents.
- Write letters, legal memoranda, and reports.

**QUALIFICATIONS:** Applicants must be enrolled in law school during the internship and have a demonstrated interest in the media and entertainment industry or local government or both. If interns would like to pursue course credit for their internship, they must coordinate all necessary approvals and documentation with their law school. Internships are unpaid.

**COMMITMENT:** Internships run on an academic calendar, with separate sessions for the fall and spring semesters. During the fall and spring, a part-time commitment (a minimum of 12 hours per week).

We anticipate that the internship will be a combination of remote and in-person work.

If you are interested in applying for an internship, please send your cover letter and resume to [internships.media@media.nyc.gov](mailto:internships.media@media.nyc.gov) and include in the subject line "MOME Legal Internship." In your cover letter, please indicate your weekly availability.