

2023 NYC MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT SUMMER LEGAL INTERNSHIP

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 five 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 Office of Nightlife, which supports the city's nighttime economy; the Press Credentials Office, 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.

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 questions about the Freedom of Information Law and review documents;
- Research legal issues relating to MOME's film permits, television and radio network, workforce and educational initiatives, and Office of Nightlife programs.
- Review MOME's creative work product (such as television programs, PSAs and interstitials) for legal compliance.
- Draft letters, legal memoranda, agreements and reports.

Background/Skills:

- Strong writing, organizational and communication skills
- Ability to handle multiple projects at one time
- Ability to work individually and as part of a team

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: Interns may work a part-time schedule (between 10 and 15 hours per week) or a full-time schedule (between 35 and 40 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 and include in the subject line "MOME Summer Legal Internship." In your cover letter, please indicate your weekly availability.