



the official network of the city of new york

Production Internship

NYC Media is part of the Mayor's Office of Media and Entertainment and is the official broadcast network and media production group of the City of New York. As a network, NYC Media's goals are to inform, educate, and entertain New Yorkers about the City's diverse people and neighborhoods, government, services, attractions and activities.

The intern will provide support to the Production teams of NYC Media. Interns' duties may include researching, fact-checking, pitching subjects for shows, media managing using Premiere, transcribing interviews, logging footage, assisting on shoots in the field, creative brainstorming, administrative support, social media support, and more.

This is an unpaid internship; to qualify for the internship, students must receive college credit or the internship can be sponsored and paid by a third party.

Skills / Qualifications:

- Pursuing coursework in video or film production or have some other prior exposure to the production process.
- Strong written and verbal communications skills.
- Detail oriented, highly organized and team-oriented
- Experience using a digital editing system, preferably on Premiere
- Proficiency in Microsoft Word, Outlook and Excel.
- Basic knowledge of social media
- Students must be able to work on a consistent schedule, 2-3 days a week throughout the duration of the internship.
- Must be located in New York.

To apply, send your resume and cover letter along with confirmation that the internship will be sponsored by a third party or for receipt of academic credit:

info@media.nyc.gov, subject: "Production Internship"

Only candidates selected for an interview will be contacted.