



## **PRODUCTION & EDITING AND ENG INTERNSHIPS AT NYC MEDIA**

*NYC Media 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, and government relations, particularly in New York City.*

*Fall Internship: August/September to December*

*Winter/Spring Internship: January/February to May*

*Summer Internship: May/June to August/September*

### **PRODUCTION & EDITING:**

#### **Responsibilities:**

- Provide support to production staff in all aspects of story coverage and show production, including research, show development, shoot set-up etc.
- Provide general administrative support to the production team
- Participate in daily television production and assist with television operations
- Assist with research and special projects as needed
- Capture video from multiple sources
- Organize and maintain files
- Edit basic timelines
- Provide logistical support for events

#### **Background/Skills:**

- Working toward a degree or graduate degree in television, film, media, broadcast or communications
- Strong interest in media, television, and digital entertainment
- Familiarity with working in a production setting (either in an academic setting or through outside experience) including on location and/or in the studio. Preferred skills include running teleprompter, transcription, digitizing and logging tape
- Working knowledge of Final Cut Pro and Microsoft Office
- A proactive and enthusiastic person with a pleasant demeanor
- Ability to complete projects quickly, accurately and with attention to detail
- Ability to handle multiple projects at one time
- Excellent writing, organizational and research skills

## **ENG:**

### **Responsibilities:**

- Assist in the production and set-up of various NYC Media shoots, including Mayoral events, City Council events, and original production

### **Background/Skills:**

- Working toward a degree or graduate degree in television, film, media, broadcast or communications
- Strong interest in media, television, and digital entertainment
- Knowledge of camera operation, lighting and audio
- Attention to detail
- Ability to handle multiple duties at one time
- Ability to work within a collaborative environment
- Pleasant on-set manner

### **COMMITMENT:**

Interns must be able to work 2-3 days per week from 9am to 5pm for a minimum of 3 months to a maximum of 5 months.

### **COMPENSATION:**

Internships are unpaid. Applicants must be currently enrolled in a college or university and be able to show proof of residence in NYC during the period of the internship.

### **CONTACT:**

For more information about NYC Media please visit [www.nyc.gov/media](http://www.nyc.gov/media). If you are interested in applying for an internship, please send your cover letter, resume and availability to [dasencio@media.nyc.gov](mailto:dasencio@media.nyc.gov) and include in the subject line “Production,” “ENG,” “Editing” or “Graphic Design.”