

2019 NYC MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT SUMMER LEGAL INTERNSHIP

The Mayor's Office of Media and Entertainment (MOME) encompasses the key economic and creative sectors of film, TV, theater, music, advertising, publishing, and digital content. In total, these industries account for over 305,000 jobs, and an economic output of \$104 billion. The office promotes New York City as a thriving center of creativity, issuing permits for productions filming on public property, and facilitating production throughout the five boroughs. It also oversees NYC Media, the largest municipal broadcasting entity in the country including five TV channels and a radio station with a reach of 18 million viewers and a 50-mile radius. The newly formed Office of Nightlife is also housed at MOME.

Legal interns at MOME conduct legal research and prepare memoranda used to inform policy. They also analyze legal documents and assist in drafting document provisions, reports and correspondence. Interns may also attend meetings and negotiation sessions.

Responsibilities:

- Assist with general transactional matters for MOME
- Research copyright and trademark issues
- Research FCC and regulatory issues
- Write memoranda as appropriate
- Review and assist in drafting of contracts
- Summarize contracts and update rights database
- Maintain files and documentation
- Assist with general administration of legal department

Background/Skills:

- Second year law student
- Familiarity with and interest in general contract law and business issues
- Familiarity with and interest in intellectual property law
- Strong writing, organizational and communication skills
- Ability to complete projects quickly, accurately and with attention to detail
- Ability to handle multiple projects at one time
- Ability to work individually and as part of a team
- Proficiency in Word and Excel

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).

COMPENSATION: Internships are unpaid. Applicants must be currently enrolled in law school and be able to obtain academic credit for the internship. Applicants must also be able to show proof of residence in NYC during the period of the internship.

CONTACT: For more information about the Mayor's Office of Media and Entertainment, please visit www.nyc.gov/mome. 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 "Summer Legal Internship". In your cover letter, please indicate your weekly availability.