

## **NYC MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT LEGAL FELLOWSHIP**

**ORGANIZATION PROFILE:** The New York City Mayor's Office of Media and Entertainment (MOME) comprises five divisions: the Office of Film, Theatre and Broadcasting, which coordinates film and television production throughout the five boroughs; NYC Media, the City's official television and radio station; Programs and Initiatives, which advance workforce and educational initiatives in film, television, theater, music, publishing, advertising, and digital content to support the development of NYC's creative industries; the Office of Nightlife, which supports New York City's nightlife industry; and the Press Credentials Office, which issue press cards. Overall, MOME supports over \$104B in economic activity and nearly half a million workers. 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 fellow 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 programming and creative work product for legal compliance.
- Draft agreements, write letters, legal memoranda, and reports.

**QUALIFICATIONS:** Applicants must be eligible for a law-school funded post graduate fellowship program. You must indicate in your application that you are eligible for such a program to be considered.

**COMMITMENT:** Fellows 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).

**CONTACT:** If you are interested in applying for a fellowship, 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 "Legal Fellowship."