

NYC MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT LEGAL INTERNSHIP

ORGANIZATION PROFILE: The New York City Mayor's Office of Media and Entertainment (MOME) comprises four divisions: the Office of Film, Theatre and Broadcasting, which coordinates film and television production throughout the five boroughs; NYC Media, the largest municipal television and radio broadcasting entity in the country with a reach of 18 million viewers within a 50-mile radius; workforce and educational initiatives in film, television, theater, music, publishing, advertising, and digital content to support the development of NYC's creative industries; and the Office of Nightlife, supporting the sustainable development of New York City's nightlife industry. 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.

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, review documents, and respond to FOIL requests.
- 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 for legal compliance.
- Draft agreements, write letters, legal memoranda, and reports.

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: Internships run on an academic calendar, with separate sessions for the fall and spring semesters. During the fall and spring, a part-time commitment (a minimum of 12 hours per week). MOME anticipates that the internship will be a combination of remote and in-person work.

CONTACT: 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 "Legal Internship." In your cover letter, please indicate your weekly availability.