



## **Office of Film, Theatre and Broadcasting Permit Office Internship**

*The Office of Film, Theatre and Broadcasting, part of the Mayor's Office of Media and Entertainment, is the one-stop shop for all production needs in New York City. The agency markets NYC as a prime location, provides premiere customer service to production companies and facilitates production throughout the five boroughs. Whether production companies are shooting a feature film, a commercial, a television show or a music video, the Office of Film, Theatre and Broadcasting serves as an invaluable resource on everything from permits and police to parking and locations. Fall, spring and summer internships are available and ideal for students interested in the film and television industry, production, communication, 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

### Responsibilities:

- Greet industry professionals (producers, location managers, directors) and assist them with appropriate shooting/rigging/scouting permit forms.
- Provide friendly customer service support when fielding questions, and guiding applicants through the location permit process.
- Review completed permit documents before obtaining final approval from Permit Coordinator. Compile and organize presentation packets for production meetings.
- Provide basic office support (filing, faxing, phones etc)

### Commitment:

Interns must be able to work 2-3 days per week from 9am-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 on the Office of Film, Theatre and Broadcasting please visit [www.nyc.gov/film](http://www.nyc.gov/film). If you are interested in applying for an internship, please send your cover letter, resume and availability to [internships.media@media.nyc.gov](mailto:internships.media@media.nyc.gov) and include in the subject line "Permit Office Internship."