Create a Listing

NYFA Classifieds
Sign in to your existing account in the upper right hand corner of the site.
Enter your login information and click “Log In”.
Once you’ve logged in, hover over your name and click “Manage Listings” in the drop down menu.
Then click “Create Listing” on the left hand side.
Select the listing type and then fill in the fields for the listing.
At the end of the listing, be sure to agree to the Terms & Conditions. Then click “Submit”.

How does this work?

NYFA listings can display an Apply Now Button that allows applicants to send their materials to you directly.

The application will be emailed to the address you provide. Applicants will not see your email address.

Or, this button can be linked to your online submission form, or any link of your choice.
You’ll get a chance to review your listing and save it as a draft or click “Checkout” to proceed.
On the Checkout page, select your payment method.
Be sure to add your billing address and then click “Checkout”.
You’ll enter your credit card information and click “Pay”, which will take you to a confirmation page.
Confirmation for your Opportunity listing

Thank you for listing with New York Foundation for the Arts!

Your listing has been created successfully. Please allow up to 2-3 business days for your post to be approved.

It is very important that your NYFA account email is correct. If our team has any questions while in the approval process for your listing, we will send an email to your NYFA account email address. If you have questions about updating your email address, please email joblist@nyfa.org.

Contact us at joblist@nyfa.org with any questions.

Did you know that your listing helps to support the arts?

NYFA Classifieds is a resource provided by New York Foundation for the Arts (NYFA), a nonprofit service organization dedicated to supporting working

You’re all set! Your listing has be submitted to the NYFA Classifieds Team.