

Create a Listing

NYFA Classifieds



Announcing: Rauschenberg Dancer Emergency Grants

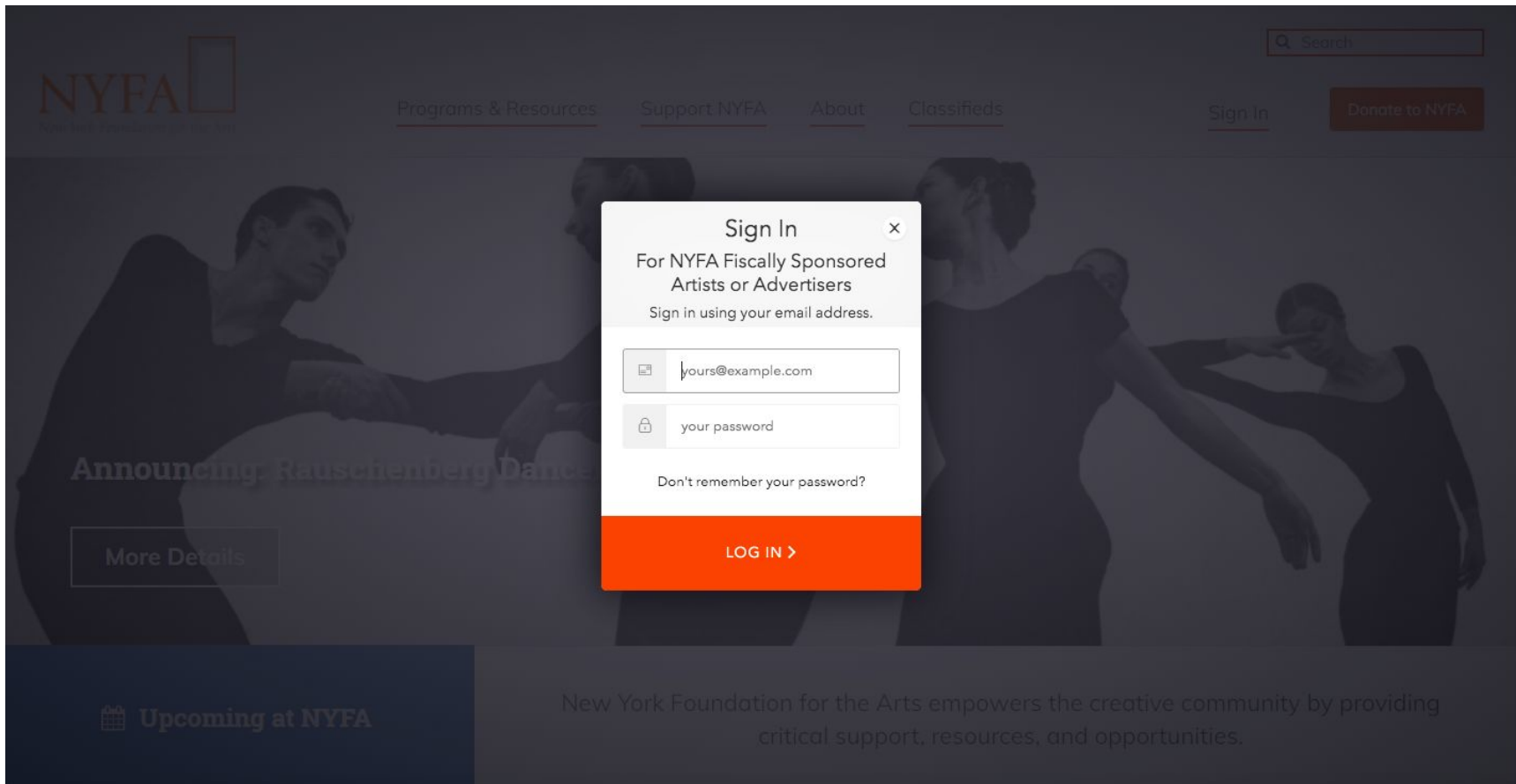
More Details

 **Upcoming at NYFA**

New York Foundation for the Arts empowers the creative community by providing critical support, resources, and opportunities.

<https://www.nyfa.org/#>

Sign in to your existing account in the upper right hand corner of the site.



Enter your login information and click “Log In”.

Manage Listings

Account Settings

Logout

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Once you've logged in, hover over your name and click "Manage Listings" in the drop down menu.

Classifieds: Manage Listings

Classifieds ▼

[Manage Listings](#)
[Create Listing](#)

[Account Settings](#)

Title	Post	Type	Status	Submitted	Post Date	Expires	Actions
Job Title Test	Post	job	draft		04/23/2021	04/23/2021	Remove
Testing on mobile	Post	job	draft		04/20/2021	04/20/2021	Remove
Testing Status		job	rejected	09/16/2021	9/16/2021	EXPIRED	Remove
Testing ability to upload i...	Post	space	draft		09/18/2020	09/18/2020	Remove
Test - please ignore		space	removed	05/13/2020	05/13/2020	EXPIRED	
Testing - approval status		job	removed		09/17/2020	EXPIRED	

< 1 >

Then click “Create Listing” on the left hand side.

← Back to Classifieds

Manage My Listings

Save Draft

New Listing

1

Create Listing

Enter all the details about your listing

2

Review Summary

Make sure everything is correct

3

Checkout

Enter payment information

4

Confirmation

NYFA will review your listing

Type

Select Listing Type ▾

📁 Job

📄 Space

👁️ Opportunity

Title

Description

Description

Need help with your listing?

Read our [Classifieds FAQ](#), or contact Classifieds support at: joblist@nyfa.org

Select the listing type and then fill in the fields for the listing.

Receive Applications (optional)

Allow applicants to submit materials through your NYFA listing?

No Yes - through email Yes - through a link

I agree to the NYFA [Terms and Conditions](#)

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.

New York Foundation for the Arts
20 Jay Street, Suite 740
Brooklyn, NY 11201



Council on
the Arts

NYC Cultural
Affairs



[Terms & Conditions](#) | [Privacy Policy](#) | [Site Map](#)

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[Contact](#)

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At the end of the listing, be sure to agree to the Terms & Conditions. Then click “Submit”.

Description

Sample

How to Apply

Application Fee \$0.00

Application Instructions Sample

Edit

Save Draft

Checkout

You'll get a chance to review your listing and save it as a draft or click "Checkout" to proceed.


Checkout Opportunity Listing: Sample

 Create Listing Enter all the details about your listing	 Review Summary Make sure everything is correct	3 Checkout Enter payment information	4 Confirmation NYFA will review your listing
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Posting Length

4 Weeks ▾

Post On Date

10/29/2021 

Post End Date

11/26/2021

Feature this listing for an additional \$100

Featured listings will be highlighted in a rotation of listings at the top of the search results page for the duration of the time it's posted on NYFA Classifieds.

Billing Address

First Name

First Name

Last Name

Last Name

Organization

Organization

Country

Select Country ▾

Invoice

4 Weeks Listing \$175

Total Cost \$175

Payment Method

Payment Method ▾
Credit Card
Paypal

Need help checking out?

[Visit our Classifieds FAQ](#)

For premium bundled pricing, contact us:
joblist@nyfa.org

On the Checkout page, select your payment method.

Feature this listing for an additional \$100

Featured listings will be highlighted in a rotation of listings at the top of the search results page for the duration of the time it's posted on NYFA Classifieds.

Billing Address

First Name

Mary


Last Name

Grohoski

Organization

NYFA

Country

 United States

Street

20 Jay street

City

Brooklyn

State

New York

Zip

11201

Total Cost

\$175

Payment Method

Credit Card

Checkout

Need help checking out?

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For premium bundled pricing, contact us:
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Be sure to add your billing address and then click “Checkout”.

Feature this listing for an additional \$100

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Total Cost

\$175

Payment Method

Pay with Credit Card



Card Number *

Exp. Date *

Card Code

Pay

Cancel

Billing Address

First Name

Mary

Organization

NYFA

Country

 United States

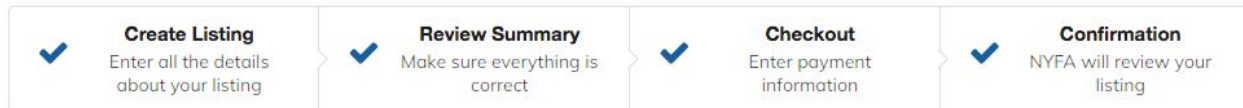
Street

20 Jay street

City

Brooklyn

You'll enter your credit card information and click "Pay", which will take you to a confirmation page.



Confirmation for your Opportunity listing

[NYFA](#) > [Classifieds](#) > [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.