

What is the JobBoard?

The JobBoard is a platform where organizations post all types of paid positions that are relevant and of interest to arts and cultural workers from different disciplines, abilities, and experience levels. *It is the #1 job board for artists, creatives, and cultural workers.* There are over 1700 jobs posted each year on our JobBoard.



What kinds of positions can be posted on the JobBoard?

All types of paid positions that are relevant to artists, creatives, and cultural workers.

- A creative position for a non-cultural organization
- A creative position for a cultural organization
- An administrative position for a cultural organization

A position in:

- any career level (entry, mid-level, etc.)
- any job type (full-time, part-time, festival work, contract, etc.)
- any organization (for profit, non-profit, etc.)
- any location

What is the DiscoveryBoard?

The DiscoveryBoard is a platform where organizations post all types of professional development opportunities for artists, creatives, and cultural workers. You'll find anything from workshops, to volunteer opportunities, to conferences, and more! *Professional development opportunities in arts and culture.*

What kinds of postings can be posted on the DiscoveryBoard?

Any posting that is advertising any of the following in-person or online professional development categories:

- Training (workshop, courses, etc.)
- Events (conferences, symposiums, etc.)
- Volunteering opportunities
- Call for submissions
- Artist residency
- Board Member

When will my post go online?

Your job post will go online immediately if you have selected today's date in the *Post Job From* field and paid for your posting. If you have chosen for the posting to be active starting at a later date it will be online starting the date you have chosen. Once you have completed the posting process, you won't need to sign back in to post it on the desired date.



How long will my post stay active?

The maximum amount of time a regular post can be online is 90 days. If you would like your post to be active for a shorter amount of time, simply select the dates you would like your post to be active for using the *Post Job From* and *Post Job To* calendars. **Don't forget to click on the *Select* button in each calendar window.**

How does the Featured Listing work?

If you choose to purchase a featured post, your post will appear at the very top of each JobBoard page and move down to the regular section once the days you selected for your featured post are over. Therefore, if you posted on the Featured Listing on January 1 for 7 days then on January 8 your post will move down to the regular section. It will be in the Featured Listing for the number of days you selected the post to be in this section (3-14 days). It will then be in the regular section until your *Post Job To* date has expired. Please contact info@workinculture.ca or call 416-340-0086 to extend a Featured Listing or to add a regular post to the Featured Listing. Extra charges will apply.

When does WIC post on its FB and Twitter about my Featured post?

If your Featured post is up for more than 7 days (8-14 days) then contact us to schedule a social post on WIC's FB and Twitter pages.

How can my featured post have additional exposure?

Contact info@workinculture.ca if you would like the posting to be featured in a WorkInCulture JobBoard webinar.

Can I post for a volunteer position?

Yes, you are welcome to post for volunteer positions on the DiscoveryBoard not on the JobBoard.

Can I edit my post after it is active?

Yes. You can sign-in to your account at any time to edit and update the content of your post as necessary. All changes will be active immediately online. However, you cannot move your regular post to the Featured Listing section through the Edit job post form - please contact our office to do so.

What if I don't remember my password?

Simply click on the Log In button at the top of the WorkInCulture website. Then click on the "Forgotten Password" link under the Log In form and follow the prompts to reset your password. There is a hyperlink address available in the message you receive in your inbox. If it does not work when you click on it, please copy the address and paste it in your web browser. If all else fails, try using another browser.



Why am I having trouble logging in?

Check to see you have the right email and password and track who has access to this information. Someone in your organization with the login info may have changed the password. Please check with your colleagues if that is the case. Otherwise, contact our office for help.

Can I remove my post before the date I initially set it for?

Yes, you can change the dates for your post to be active or inactive at any time as long as it's within the 90 day period from when you initially posted the post. We suggest that you do not delete your post incase you want to reuse it in the future or to track your postings.

Can I access and re-post a post that has expired?

All of your posts are saved in your account. You can access old posts at any time in the Manage Posts tab of your dashboard. There you can edit and repost. However, please note that a new charge will apply each time you repost.

I am not an arts, culture, or heritage organization, but I am hiring for a creative position (i.e.: marketing, design, writing, editing, etc.) – can I still post on the job board?

Absolutely! We have thousands of talented job seekers from a wide range of disciplines and sectors who use our Job Board.