

Thank you for helping us test the beta version of the **Space Denmark Job Board**. Below is a short guide to get you started. The free beta access runs until 31 December 2026.

### 1. Create a user account

Visit <https://spacedenmark.dk/register/job-board-beta-testers/> and set up a profile. Please note: All beta users must be approved manually. I will activate your account as soon as your registration comes in.

### 2. Log in and create a job post

Once your account has been approved, you can log in and submit a job via: <https://spacedenmark.dk/post-a-job/>

A few tips for creating your post:

- **Preview:** Before submitting, you must click *Preview and Submit* to check the content.
- **Upload a logo:** You can upload your company logo directly. If you need an optimised version, feel free to let me know.
- **How should applicants apply?** Add either a contact email address or a link to an external application page.

After submission, we will review and approve the job before it goes live.

### 3. Manage your listings in the Dashboard

Once your job has been approved, you can track its status, make edits, and add new listings via your dashboard (currently desktop-only): <https://spacedenmark.dk/job-dashboard/>

### 4. View all active jobs

All live job posts appear here: <https://spacedenmark.dk/jobs>

### 5. What types of jobs are allowed?

The job board is dedicated to supporting the Danish space sector. We therefore reserve the right to decline posts that fall outside this scope.

- **For Danish space companies:** Any type of role is welcome – including non-space roles such as HR, finance or administration – provided the position is based in Denmark or remote.
- **For international organisations or companies outside the space sector:** The role must be space-related and relevant to the Danish space ecosystem.
- **Preferred language:** English job postings are encouraged.

We also welcome:

- Student and graduate positions
- Internships
- Remote roles
- Open calls for unsolicited applications

If you have any questions or run into issues, please write to [sgr@spacedenmark.dk](mailto:sgr@spacedenmark.dk). Your feedback is extremely valuable as we refine the platform ahead of its public launch.