

Southeastern Museums Conference Job Posting Forum

Job Posting Instructions:

The Job Posting Forum is self-service for SEMC Institutional Members only. All non-member job postings, regardless of word count, are \$20.00. After the fee has been paid, send a copy of the file with the job description to memberservices@semcdirect.net.

In order to post a job to the SEMC Job Posting Forum as a **member institution**, please follow these instructions:

1. Log in to the SEMC Website (see page 2)
2. Navigate to the Job Listings Page
3. Click "Subscribe to Forum" on the upper right hand side of the page. (If you are already subscribed, the word "Subscribed" will appear in the same place.)
4. Once you are subscribed, you will see a blue button marked "Create Topic."
5. Click that button and you will be taken to a screen where the job can be posted.
6. Please don't forget to include how to apply for the posting.
7. When your position is filled, please contact SEMC at memberservices@semcdirect.net to have your posting removed.

In order to post a job to the SEMC Job Posting Forum as a non-**member institution**, please follow these instructions:

1. Log in to the SEMC Website (see page 2)
2. Navigate to the Job Listings Page
3. Click on the link marked Job Posting \$20
4. Follow the instructions and pay for your posting online.
5. Email a copy of the job description to memberservices@semcdirect.net

SEMC member services will post your job description at the earliest opportunity.

By using the SEMC Job Posting Forum you agree to the following guidelines:

1. SEMC reserves the right to remove any posting that reflects poorly on SEMC and/or the museum profession by not complying with the job listing guidelines.
2. SEMC may edit postings due to length.
3. A job posting will include only one job position.
4. A job posting will not include inaccurate, false, or misleading information.

5. Job postings involving illegal activities will be removed.
6. Job post is the sole responsibility of the person originating the content.
7. Job post is listed without discrimination or harassment because of race, color, religion, sex, sexual orientation, national origin, gender identity, age, citizenship, veteran status, disability, or any other characteristic protected by applicable federal, state, or local law.

If you have questions concerning this process or are having problems logging in to your account, please contact membersservices@semcdirect.net. Thank you.

To Log in to the SEMC website:

Click on the link "LOGIN" (top right of page) to access the Login page. Use the email address and password you gave when you joined SEMC. If you are unsure what your password is, click on the "Forgot password" link and then enter the email address you used when joining SEMC and the website will send you an email with a link that allows you to set up a new password. Then, simply revisit the Login page by clicking on the "LOGIN" link at the top right of this page and enter your email address and new password to access the Members Only section.

Once you are logged in you can see the "Members Only" section and also view and edit your profile.