

# Toyama City Institute of Glass Art

## Foreign Teacher Recruitment Application Guide

**Position Available:**

Professor or Associate Professor (on a short-term contract)

**Subject to Teach:**

Cold work

**Number of Positions:**

One

**Qualifications Required:**

You must meet the following terms:

1. Have graduated from a university fine arts program or an art school majoring in glass arts, and either currently teach at an university, a college or other educational institution or work as an artist, and have ten or more years of experience in cold work.
2. Be fluent in English.
3. Be between the ages of thirty-five and fifty as of 1<sup>st</sup> September 2012.

**Application Deadline:**

31<sup>st</sup> January 2012 (Your application must arrive by 31<sup>st</sup> January 2012)

**First Day of Employment:**

1<sup>st</sup> September 2012

**Documents to submit:**

1. Your résumé (date of birth, education and career, exhibitions, public collections, awards...)
2. A portfolio of your work (twenty or more slides, or digital images in CD-ROM accompanied by a descriptive slide sheet on the last page of this document)
3. Two letters of recommendation
4. A written self-introduction (on one A4 paper)
5. A copy of the highest degree attained

**Screening Process:**

Screening is based on the documents submitted, and on a telephone interview or internet video interview.

**Result of Screening:**

All applicants will be informed of the result by the end of March 2012.

**Submit Application to:**

Toyama City Institute of Glass Art  
Nishikanaya 80  
Toyama City, Toyama Prefecture  
930-0143  
Japan

Telephone: +81 – 76 – 436 - 2973

Fax: +81 – 76 – 436 - 2974

Email: officetiga@song.ocn.ne.jp

### **Terms of Employment:**

1. Period of employment: Two years from 1<sup>st</sup> September 2012 to 31<sup>st</sup> August 2014.
  - If the teacher should come after 1<sup>st</sup> September, the first day of employment will be the day after he/she arrives at the Institute.
  - After the two-year contract is fulfilled, it can be extended by another two years maximum.
  - It should be noted that the contract is signed yearly in accordance with the fiscal year, which is from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
  
2. Salary and Benefits (based on payment & benefit standards for foreign teachers at the Toyama City Institute of Glass Art)

#### ( I ) PAYMENT

##### a. *Base Pay*

Salary is paid on the fifteenth (15<sup>th</sup>) of each month.

The salary is based on years of teaching experience since graduation from university or art school. For your information, a 38-year-old foreign teacher currently in this position earns 419,000 yen monthly.

##### b. *Bonus*

A bonus is paid according to the same system as for Japanese teachers.

##### c. *Housing Allowance (based on 2011 figures)*

A housing allowance of up to 27,000 yen is paid monthly during the contract period.

##### d. *Dependent Allowance (based on 2011 figures)*

Dependent allowances are paid monthly as follows:

13,000 yen for a spouse; 6,500 yen for per child.

##### e. *Commuting Allowance (based on 2011 figures)*

The actual cost up to, but no more than, 55,000 yen monthly. The exact figure depends on mode of transport (*i.e.* public or private transport).

##### f. *The said payments are subject to change from fiscal year to year.*

#### ( II ) HEALTH INSURANCE AND PENSION

You join and make payments into both the national health insurance program and a government-managed pension plan.

#### ( III ) HOUSING

You are responsible for rent and all utilities (electricity, gas, water, telephone etc). In Japan, new tenants must pay a deposit, a premium and key money when they move in. The city government will pay this for you only once, and up to a total of 300,000 yen.

#### ( IV ) LIABILITY

The city government shall compensate you for injuries sustained during the execution of your duties. The compensation shall be handled in the same way as for Japanese teachers.

3. Working Hours

##### a. *Teaching Hours per Week*

Teaching hours will be 15 class hours per week. One class hour is 50 minutes long.

*b. Working Hours*

Total hours present at the Institute shall not exceed 37 hours and 30 minutes per week Monday through Friday.

4. Holiday and Leave

*a. Holidays*

Holidays include Saturdays and Sundays, National holidays, and from 29<sup>th</sup> December to 3<sup>rd</sup> January.

*b. Paid Leave*

You are entitled to a total of seven (7) days of paid leave from September to December of the first year, and an annual total of twenty (20) days from the second year on. If you are employed less than a year, the number of paid leave days will be reduced according to the number of relevant months.

5. Taxes and Social Insurance Premiums

Every month, your salary will be subject to the withholding and the deduction of income tax, a health insurance premium, and a government-managed pension plan premium according to the applicable Japanese laws and regulations.

6. Traveling Expenses

*a. Relocation allowance*

The exact cost for you and your family to come to our institution from your current residence, calculated on the most economical and common route, will be paid in Japanese yen after your arrival. Children younger than twelve years old will be paid for up to half your traveling expense, which consists of two parts:

**International airfare:** from the international airport nearest your city to Japan (either Narita International Airport, Kansai International Airport or Tokyo International (Haneda) Airport).

**Domestic travel (Japan):** from one of the above-mentioned Japanese international airports to Toyama City.

*b. End of contract allowance*

The expense for you to return to your country will be paid when you meet in principle the following conditions:

- You have worked for two years or more consecutively.
- Your contract is fulfilled.
- You leave Japan within three months after your contract expires.

7. Making Your Own Works

You need to discuss this with the head of the Institute, but basically you are allowed to make your own works as long as you use your own money and it does not interfere with the administration of the Institute.

8. Items that are not provided here shall be discussed and settled by mutual agreement.

# Slide Sheet

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\* Please check, if it got a prize in a competition, or if it is in a public collection.