

# Toyama Institute of Glass Art

## Foreign Teacher Recruitment Application Guide

**Position Available:**

Professor or Associate Professor (short-term contract)

**Subject to be Taught:**

Cold Work

**Number of Positions:**

One

**Qualifications Required:**

You must meet the following requirements:

1. Graduated from a university fine arts program, an art school majoring in glass arts.
2. Currently teach at a university, college or other educational institution, or work as a practising artist
3. Have ten or more years of experience in Cold Work
4. Be fully able to demonstrate all technical aspects of cold glass
5. Be fluent in English
6. Be in good physical condition
7. Be between the ages of thirty-three and fifty-two as of October 1, 2023

**Application Deadline:**

Tuesday, January 31, 2023 (Your application must arrive at TIGA by this date)

**First Day of Employment:**

October 1, 2023

**Documents to submit:**

Fill out the application form and submit it by Tuesday, January 31, 2023 (Japan Time).

1. Your résumé (include self-portrait, name, address, date of birth, education and career, exhibitions, public collections, awards, etc.)  
Self-portrait of the applicant must be taken within the last 6 months.
  2. A portfolio of your work including a maximum of 20 jpeg images. Please include some images that shows your cold work skills.  
Applicants may submit a total of 20 images and/or video files. Video files may not exceed 2 minutes.  
Video files must be submitted in MP4 format. Please send video files to [tigainfo@toyamaglass.ac.jp](mailto:tigainfo@toyamaglass.ac.jp) through WeTransfer (<http://www.wetransfer.com>).  
Title of email must be "Foreign Teacher Application\_Name"
  3. PDF of thumbnail images corresponding to your portfolio (1-2 pages)
  4. Two letters of recommendation
  5. A letter of self-introduction (1 page)
  6. A copy of the highest degree attained
- \*Items 1-5 must be written in English

**Screening Process:**

Initial screening is based on the documents submitted. Shortlisted applicants will be interviewed via Zoom.

**Result of Screening:**

All applicants will be informed of the recruitment outcome via email in early March 2023.

**Submit Application to:**

Toyama Institute of Glass Art  
Nishikanaya 80  
Toyama City, Toyama Prefecture  
930-0143 Japan  
Telephone: +81 – 76 – 436 - 2973  
Fax: +81 – 76 – 436 - 2974  
Email: [tigainfo@toyamaglass.ac.jp](mailto:tigainfo@toyamaglass.ac.jp)

**Terms of Employment (It is based on the Toyama City Fiscal Year Staff Treatment Guidelines):**

1. Period of employment: Contracts will be issued annually for a minimum of two years and a maximum of four.
2. Initial Contract: One year from October 1, 2023 to September 30, 2024
  - If the teacher should arrive after October 1<sup>st</sup>, the first day of employment will be the day after he/she arrives at the Institute.
  - After each annual contract is fulfilled, the contract may be extended by another year to a maximum of four if both parties agree.
  - The contract is signed annually in accordance with the Japanese fiscal year, which is from April 1<sup>st</sup> to March 31<sup>st</sup> the following year.
3. Salary and Benefits: are based on payment & benefit standards for foreign teachers at the Toyama Institute of Glass Art

**( I ) PAYMENT***a. Base Pay*

Salary is paid on the 15<sup>th</sup> of each month for the prior month's employment. The salary is based on years of teaching experience since graduation from university or art school, as well as number of dependents and housing expense.  
Example:

- Teacher (age 38) with no dependents: Monthly salary ¥473,900 JPY

*b. Bonus*

A biannual bonus is paid according to the Toyama City Payment Guidelines. If employment is expected to last less than six months, no payment will be made.

*c. Commuting Allowance*

A commuting allowance is paid according to the Toyama City Payment Guidelines. The exact amount depends on mode of transport (*i.e.* public or private transport).

*\*The aforementioned payments are subject to change from fiscal year to year.*

**( II ) SOCIAL INSURANCE SYSTEM**

You join and make payments into the employees' health insurance program and employees' pension plan, long-term care insurance program, employment insurance program, worker's compensation insurance program.

### ( III ) HOUSING

Toyama City will rent your housing. You need to pay the housing fee to Toyama City. It is your responsibility to pay electricity, gas, water, and telephone fee. Please do not bring pets or acquire any pets during your stay in Toyama.

#### 4. Working Hours

##### a. *Teaching Hours Per Week*

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

##### b. *Working Hours*

Total paid hours present at the Institute shall not exceed 37 hours and 30 minutes per week Monday through Friday. Exceptions may be made for special events (graduation ceremonies, open campus days, demonstrations, etc.). You must be inside the Institute for teaching and researching during working hours.

#### 5. Holiday and Leave

##### a. *Holidays*

Holidays include Saturdays, Sundays, national holidays, and the period of December 29<sup>th</sup> to January 3<sup>rd</sup>.

##### b. *Paid Leave*

You are entitled to a total of 5 days of paid leave from October-March of the first year, 11 days in the second year, 12 in the third and 14 in the fourth. Unused leave may be carried over, but a maximum of 16 days off can be taken annually. The Institute does not provide sick days. These are deducted from annual paid leave. Should employment last less than the term of a contract, the number of paid leave days will be reduced according to the number of months unfulfilled.

#### 6. 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.

#### 7. Traveling Expenses

##### a. *Relocation Allowance*

The cost for you/your dependents to travel to Toyama from your current residence will be calculated based on the most economical and common route and will be paid in Japanese yen after your arrival.

Travel to Toyama consists of two parts:

- International airfare: from the international airport nearest your city to Japan (Narita International Airport, Kansai International Airport, etc.)
- Domestic travel (within Japan): from one of the Japanese international airports to Toyama City

##### b. *End of Contract Allowance*

The cost for you to return to your country will be paid when the following conditions have been met:

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

\*Assistance may also be provided for the shipment of personal belongings should the budget allow.

Note: Cost of relocation to a country other than the country of origin must be negotiated with the Institution on a case-by-case basis.

8. Producing Your Own Work

You will need to discuss this with the head of the Institute. Generally you are allowed to make your own work as long as it is self-financed and it does not interfere with your teaching or the administration of the Institute.

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