

# Toyama City 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 terms:

1. Have graduated from a university fine arts program or an art school majoring in glass arts, and; either currently teach at a university, a college or other educational institutions or work as an artist; and have ten or more years of experience in Cold work. Be in good physical condition and fully able to demonstrate all technical aspects of cold glass working on the machinery at the Institute.
2. Be fluent in English.
3. Be between the ages of thirty-five and fifty as of September 1, 2016.

**Application Deadline:**

Friday, January 29, 2016 (Your application must arrive by January 29, 2016)

**First Day of Employment:**

Thursday, September 1, 2016

**Documents to submit:**

1. Your résumé (with face picture, name, address, date of birth, education and career, exhibitions, public collections, awards...)
2. A portfolio of your work including twenty or more digital jpeg images in DVD-R accompanied by the slide description sheet provided on the last page of this document. Images should be more than 5 mega pixels and label each image with "image number\_image title". No more than three different views per piece.

\*please make one or two pages on A4 paper or letter size paper that shows thumbnail images of your work saved as a PDF file.

3. Two letters of recommendation
4. A written self-introduction (on one A4 paper or letter size paper)
5. A copy of the highest degree attained

\*1.~4. must be written in English.

**Screening Process:**

Screening is based on the documents submitted, plus either a telephone interview or an internet video interview.

**Result of Screening:**

All applicants will be informed of the result in early March, 2016.

**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](mailto:officetiga@song.ocn.ne.jp)

**Terms of Employment:**

1. Period of employment: Two years from September 1, 2016 to August 31, 2018
  - 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 if both parties agree.
  - 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 Municipal 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 44-year-old foreign teacher currently in this position earns 404,000 yen monthly.

*b. Bonus*

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

*c. Housing Allowance (based on 2015 figures)*

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

*d. Dependent Allowance (based on 2015 figures)*

Dependent allowances are paid monthly as follows:

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

*e. Commuting Allowance (based on 2015 figures)*

A commuting allowance is paid according to the same system as for Japanese teachers. 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**

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.

#### (IV) WORKER'S COMPENSATION INSURANCE

When you receive injuries during the execution of your duties, worker's compensation insurance is applied .

#### 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, 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 twelve (12) days of paid leave from September to March 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 will be calculated on the most economical and common route and will be paid in Japanese yen after your arrival which consists of two parts:

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

**Domestic travel (Japan):** from one of the 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 will need to discuss this with the head of the Institute. Usually 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 Description Sheet

Name \_\_\_\_\_

	Title	Year	Materials & techniques	Size HxWxD cm	Remarks (*see below)
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\* Please check the box if your work was awarded a prize in a competition or is in a public collection.