

Toyama City Institute of Glass Art

Foreign Teacher Recruitment Application Guide

Position Available:

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, college or other educational institutions or work as a full-time artist; and have ten or more years of experience as a cold worker
2. Be in good physical condition and able to thoroughly demonstrate all technical aspects of coldworking
3. Be fluent in English
4. Be between the ages of thirty-five and fifty as of September 1, 2019

Application Deadline:

Thursday, January 31, 2019 (Your application must arrive by January 31, 2019)

First Day of Employment:

Sunday, September 1, 2019

Documents to submit:

1. Your résumé (please include a self-portrait, name, address, date of birth, education and career, exhibitions, public collections, awards, etc.)
2. Your portfolio including:
 - Up to 20 JPEG images, each with a maximum size of 5 MP on a DVD-R
 - A completed slide description sheet. Please label each image with “image number_image title”. No more than two different views per piece.
 - One video file no greater than five minutes in length (optional)
 - PDF with image thumbnails and title of artworks
3. Two letters of recommendation (maximum 250 words)
4. A letter of self-introduction (maximum 300 words)
5. A copy of the highest degree attained

*Documents 1-4 must be provided in English.

Selection Process:

Initial selection is based on the provided documents. Finalists will be invited to participate in a Skype interview.

Selection Result:

All applicants will be informed of the selection result in early March, 2019.

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: tigainfo@toyamaglass.ac.jp

Terms of Employment:

1. Period of employment: Two years from September 1, 2019 to August 31, 2021
 - After the two-year contract is fulfilled, it may be extended by another two years maximum if both parties agree.
 - If the teacher should come after 1st September, the first day of employment will be the day after he/she arrives at the Institute.
 - It should be noted that the contract is signed yearly in accordance with the fiscal year, which is from April 1 to March 31 of 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 (15th) of each month.

The salary is based on years of teaching experience since graduation from university or art school. For your information, a 39-year-old foreign teacher currently in this position earns 399,000 yen monthly.

b. *Bonus*

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

c. *Housing Allowance (based on 2018 figures)*

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

d. *Dependent Allowance*

Dependent allowances are paid according to the same system used for Japanese teachers.

Applicants with a spouse must be able to provide a marriage certificate to receive dependent visas and dependent allowances

e. *Commuting Allowance (based on 2018 figures)*

A commuting allowance is paid according to the same system used for Japanese teachers. The exact figure depends on mode of transport (*i.e.* public or private transport).

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

(II) HEALTH INSURANCE AND PENSION

You must 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 fees. Please do not bring pets or acquire any pets during your stay in Toyama.

(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 working hours at the Institute shall not exceed 37 hours and 30 minutes per week Monday through Friday. There are several exceptions throughout the year, with special ceremonies, examinations or workshops being held on weekends. In these cases, an equal number of paid leave days may be taken.

4. Holiday and Leave

a. *Holidays*

Holidays include Saturdays, Sundays, national holidays, and from 29th December to 3rd 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 : from one of Japan's international airports to Toyama

b. *End of contract allowance*

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

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

7. Making Your Own Work

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 Institution

8. Any items that are not outlined here shall be discussed and settled by mutual agreement.

Slide Description Sheet

Name _____

	T i t l e	Y e a r	M a t e r i a l s & techniques	S i z e HxWxD cm	R e m a r k s (*see below)
1					<input type="checkbox"/>
2					<input type="checkbox"/>
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20					<input type="checkbox"/>

* Please check the box if your work was awarded a prize in a competition or is in a public collection.