

Toyama Institute of Glass Art

Foreign Teacher Recruitment Application Guide

Position Available:

Professor or Associate Professor (short-term contract)

Subject to be Taught:

Hot 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 Hot Work
4. Be fully able to demonstrate all technical aspects of hot 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 September 1, 2020

Application Deadline:

Monday, April 20, 2020 (Your application must arrive at TIGA by this date)

First Day of Employment:

Tuesday, September 1, 2020

Documents to submit:

1. Your résumé (include self-portrait, name, address, date of birth, education and career, exhibitions, public collections, awards, etc.)
 2. A portfolio of your work including a maximum of twenty jpeg images on a DVD-R accompanied by the image description sheet provided on the last page of this document. Images should be approximately 3 mega pixels. Please label each image with *image number_last name_image title*. Please submit no more than three different views per piece. Movie files may also be submitted to document video and performance-based works. Please submit in MP4 format and do not exceed 30 seconds per file.
 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 Skype.

Result of Screening:

All applicants will be informed of the recruitment outcome via email in the middle of May 2020.

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

Terms of Employment:

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 September 1, 2020 to August 31, 2021
 - If the teacher should arrive after September 1st, 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 1st to March 31st 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 15th 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 44) with three dependents: Monthly salary ¥500,200 JPY
- Teacher (age 38) with no dependents: Monthly salary ¥473,900 JPY

b. Bonus

A biannual bonus is paid according to the prefectural system for Japanese teachers.

c. Commuting Allowance

A commuting allowance is paid according to the prefectural system for Japanese teachers. 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) 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 or acquire any pets during your stay in Toyama.

(IV) WORKER'S COMPENSATION INSURANCE

If you are injured during the execution of your duties, worker's compensation insurance is applied .

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.).

5. Holiday and Leave

a. *Holidays*

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

b. *Paid Leave*

You are entitled to a total of 10 days of paid leave from September-March of the first year, 11 days in the second year, 12 in the third and 13 in the fourth. Unused leave may be carried over, but a maximum of 20 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 (either Narita International or Kansai International Airport)
- 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.

Image 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.