

To: Heads of Institutions

Date: June 8, 2023

From: Kenji Yoshida

Director-General

National Museum of Ethnology (Minpaku)

National Institutes for the Humanities (NIHU), Japan

(An Inter-University Research Institute Corporation)

Re: Job opportunities of new academic faculty position in the field of archives studies

The National Museum of Ethnology has an opening for a new member of our faculty. The position is described below. We respectfully ask that you circulate this information and encourage suitable candidates to apply.

1. This position is for one new faculty member at the rank of assistant professor.
2. An Assistant Professor Position: the appointment is for five years (No renewal of the contract. Note that the selected candidate will be employed as a tenure-tracked faculty (full-time employee with limited term contract). There is a possibility of change to an associate professor position with an unlimited term contract depending on an assessment of research achievements and museum activities at Minpaku before completing the term of five years.

\* If the selected candidate has ever been employed by NIHU on a limited term contract, his/her appointment at Minpaku may be less than five years.

Reference: Regulations governing employees of NIHU and Minpaku.

See our website: <https://www.minpaku.ac.jp/offer/>

3. Academic discipline is study of archiving documents and other materials (archival studies, museology, library studies, cultural resources studies, history, digital archival studies, visual studies, and conservation science) based on field work. It is desirable that the candidate has an interest in field studies and is motivated to cultivate new archival studies by bridging Minpaku's activities and related academic disciplines.
4. The selected candidate will be employed from April 1, 2024.
5. Employment status is based on work regulations pertaining to working hours, holidays, and leave for staff of NIHU. The Discretionary Labor System for Professional Work is applied to the selected candidate.
6. Salaries and allowances will be based on salary regulations for staff of NIHU.
7. Insurance of the National Public Service Mutual Aid Association, employment insurance, and industrial accident compensation insurance are applied to the selected candidate.
8. Requirements
  - (1) A Ph.D. or equivalent academic or other experience
  - (2) The ability to communicate in English and Japanese.

#### 9. Process

Interviews (tentatively scheduled in early September 2023) will be conducted following the selection of candidates based on submitted documents. The candidates will be provided with detailed information of the interviews including the date and method in due course.

#### 10. Required Documents

- (1) An application for employment at the National Museum of Ethnology (see A4 form 1 attached)
- (2) Resume (with photograph attached) (see A4 form 2 attached)
- (3) Full list of academic achievements (see A4 form 3)
- (4) Copies of up to five principal publications or theses. (Doctoral thesis may be included) Publications in a language other than Japanese must be accompanied by abstracts in Japanese.
- (5) Summary of main academic achievements (A4, single-spaced, two pages or less, free format)
- (6) Plans or intentions for future research and activities in the museum (A4, single-spaced, two pages or less, free format). International trends in the academic community and the general public should be taken into account.
- (7) One letter of recommendation (A4, free format)

#### 11. Deadline

The application must arrive at our address by July 18, 2023.

#### 12. Address

Applications should be sent by registered mail to the Recruiting Committee, National Museum of Ethnology, 10-1 Senri Expo Park, Suita, Osaka 565-8511, Japan in an envelope clearly marked in red as “Application Documents for Archives Studies”.

Application documents will not be returned to applicants. (However, they will be returned upon request. In such case, please enclose a stamped, self-addressed envelope together with the request for return of documents, or include a completed “pay on delivery” form of commercial parcel delivery.

#### Note on personal data:

Personal information provided in response to this public recruiting notice will be seen only by those involved in the selection process. Once a decision is made, all personal information pertaining to individuals other than the successful candidate will be destroyed. Information about the successful candidate will be retained for use in administration, work assignment, salary processing and other processes related to research and educational activities at the museum.

#### 13. Contact information

For inquiries, please contact the Recruiting Committee, National Museum of Ethnology by email.

E-Mail: kobo-jinji ‘at’ minpaku.ac.jp \* Please replace ‘at’ with @