

To: Heads of Institutions

Date: June 23, 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 opportunity in Japan for academic faculty position in cultural anthropology, ethnology, or related fields, with a focus in Ainu Studies.

The National Museum of Ethnology, Japan, was founded in 1974 and opened to the public in November 1977. Its goals are to conduct cultural anthropological and ethnological research and to increase awareness and understanding of societies and cultures around the world based on that research.

The museum has an opening for a new faculty member. See: <https://www.minpaku.ac.jp/en/offer>. Details of the position and application process are provided below. Please circulate this information and encourage suitable candidates to apply.

1. Position title

The position is for work as Assistant Professor with five-year contract (tenure track)

2. Contract description

Assistant Professor. This appointment is for five years, full-time, with no renewal of contract. The selected candidate will be employed on a tenure-track. After completion of the contract, it is possible to change to a new contract as Associate Professor with unlimited term, depending on an assessment of research achievements and museum activities during the preceding five-year contract.

If the selected candidate has been employed previously by NIHU on a limited-term contract, his/her appointment at Minpaku may be less than five years. This rule follows regulations governing employees of NIHU and Minpaku.

3. Academic discipline

The position requires expertise in cultural anthropology, ethnology, or related fields, with a focus in Ainu Studies. (The related fields include area studies, sociology, linguistics, history, history of thought, archaeology, folklore studies, comparative cultural studies, material culture studies, and ethnobotany etc.) The candidate should also have full English proficiency in order to support communications of the museum, including editing support for Minpaku Anthropology Newsletter, exhibitions, and academic publishing by the museum. It is desirable that the candidate has interests in material culture collections and is motivated to engage in collaborative research and museum activities generally.

4. Starting date

The selected candidate will be employed from April 1, 2024.

5. Work status and conditions

The job is a public service position. Conditions follow public service work regulations that pertain to working hours, holidays, and leave for staff of NIHU (as the ultimate employer of Minpaku staff). The “Discretionary Labor System for Professional Work” will be applied for the selected candidate.

If wanted, applicants may request further information about working conditions and related practical matters at the contact address below.

6. Salaries and allowances

These vary according to circumstance, but will be based on the standard salary regulations for staff of NIHU. Salaries are broadly similar to those of staff at public universities in Japan.

7. Insurance

Insurance is arranged by the *National Public Service Mutual Aid Association*, and includes medical insurance, employment insurance, and industrial accident compensation. For general information, see the Association website here: <https://www.monkakyosai.or.jp>

8. Requirements

- (1) A PhD or equivalent academic or other experience, suitable for the academic rank aimed for. At a minimum, the candidate should have a good record of academic publication.
- (2) A high level of English proficiency is required, and experience in academic editing is preferable. Japanese-language ability is also preferable.

9. Process

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

Interviews will be conducted in person, as far as possible, but online interviews will be considered if needed. Local or international costs for transport and accommodation cannot be provided.

10. Required documents

These should be provided in English, using standard A4 or similar size for the paper version, and the forms attached.

- (1) An application for employment at the National Museum of Ethnology (Form 1)
- (2) Resume (with photograph attached) (Form 2)
- (3) Full list of academic achievements (Form 3)
- (4) Copies of up to five principal publications or theses. (Doctoral thesis may be included).
Publications in a language other than Japanese or English must be accompanied by abstracts in English.
- (5) Summary of main academic achievements (A4 or similar size, single-spaced, within 1,000 words in English, free format).
- (6) Plans or intentions for future research and activities at the museum (A4 or similar size, single-spaced, within 1,000 words in English, free format). International trends in academic research should be taken into account.
- (7) One letter of recommendation in English or Japanese (A4 or similar size, free format).

11. Deadline

The application must arrive at our address (below) by July 24, 2023.

12. Address

Applications should be sent by registered mail to:

Recruiting Committee,
National Museum of Ethnology,
10-1 Senri Expo Park, Suita city,

Osaka 565-8511, Japan.

in an envelope clearly labelled in red as: “Application for Position in Ainu Studies”.

Applicants may send PDF copies of required documents (1)~(7) by email in advance (see Contact information), but paper copy documents are formally required, and should reach the museum before the deadline, in principle (barring unexpected delay in the post).

For submission of PDF documents by email, please use the subject line:
“Application for Position in Ainu Studies”

Application documents will not be returned to applicants, unless requested in advance. A request for return of documents should be accompanied with a stamped, self-addressed envelope enclosed, or a completed “pay on delivery” form for 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 recruitment process. Once a decision is made, all personal information pertaining to individuals other than the successful candidate will be deleted or destroyed. Information about the successful candidate (including the paper application of record) 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 and/or application submission by email, please contact
The Recruiting Committee, National Museum of Ethnology
E-Mail: inter2023 [at] minpaku.ac.jp

* Please replace [at] with @

For inquiries by email, please use the subject line “Recruitment inquiry”