

Kyushu National Museum Recruitment Notice for Associate Fellow (Multilingual Support—English)

Kyushu National Museum
2022

Kyushu National Museum is hiring an Associate Fellow for multilingual support in English. Interested parties should download the application form from our website and submit a duly completed version together with required supporting documents by postal mail.

1. Job title	Kyushu National Museum Associate Fellow
2. Vacancy	1 person
3. Employment period	1 April 2023–31 March 2024 Contract is renewable on a yearly basis, and may be extended until 31 March 2028. Probation: Three months from starting date
4. Job type	Multilingual support (English)
5. Job description	(1) Translate descriptions of exhibits from Japanese to English (2) Proofread translations submitted by external vendors (3) Other multilingual support duties related to (1) and (2) (4) Other duties as necessary (unrelated to (1) to (3))
6. Other details	(1) Working days*: Mondays to Fridays (2) Rest days: Saturdays and Sundays, national holidays, annual museum inspection day, New Year holidays (29 Dec–3 Jan) (3) Hours: 09:00–17:00 (7 hours per day) Lunch break: 12:00–13:00 (1 hour) (4) Annual leave: Paid annual leave provided (5) Other paid leave: Summer leave, compassionate leave *Employees may be asked to work overtime or on rest days when required. In the event that the employee is asked to work on a rest day, time off in lieu will be arranged accordingly. Employment details are based on the “Rules of employment for Associate Fellows of the National Institutes for Cultural Heritage” (独立行政法人国立文化財機構アソシエイトフェローの就業に関する規則), which can be viewed at the following URL: https://www.nich.go.jp/ .
7. Remuneration	(1) Annual salary (excluding (2)): 3,960,000–4,680,000 yen - Remuneration within the aforementioned range will be paid based on experience. - Salary is paid monthly in twelve installments on the 17 th of each month. (2) Other allowances (paid where applicable) - Transport allowance (up to 55,000 yen per month), overtime pay, paid annual leave, late shift pay (3) Insurance: Employment insurance, health insurance, National Pension* *No retirement allowance Employment details are based on the “Rules of employment for Associate Fellows of the National Institutes for Cultural Heritage,” which can be viewed at the following URL: https://www.nich.go.jp/ .
8. Requirements	Applicants should: (1) Be native English speakers or possess a native level understanding of English (2) <u>Be able to read, write, and speak Japanese without difficulty</u> (3) (For applicants who do not have Japanese citizenship) Either be a permanent resident of Japan or possess a visa that permits long-term remunerative work in Japan. (Interested parties may apply without such a visa provided they are able to obtain one by the starting date of employment.)

9. Selection process	<p>(1) First round: Document screening</p> <p>(2) Second round: Written test and interview (for shortlisted applicants) The second round is scheduled for Wednesday, 22 February 2023. The location and other details for the second round will be provided to shortlisted applicants together with the results for the first round.</p>
10. Selection and notification schedule	<p>Results for the first round will be finalized on or after 10 February 2023, while results for the second round will be finalized on or after 22 February 2023. Applicants will be notified of their results in writing regardless of passing status. The museum will take into consideration applicants' performance in both rounds when making the final decision.</p>
11. Documents to be submitted	<p>(1) Application form</p> <ul style="list-style-type: none"> - Please download the form from our website and complete it. Applicants may fill in the form digitally, but should write their name by hand. Please attach a photograph in the indicated box, with your name written behind the photograph. The form is to be printed single-sided on A4 paper. <p>(2) A list of professional accomplishments (no specified format)</p> <ul style="list-style-type: none"> - Written or typed, printed single-sided on A4 paper. <p>(3) Translation task (no specified format)</p> <ul style="list-style-type: none"> - Please download the translation task from our website and create an English translation to be printed out and submitted. <p>(4) A copy of your official certificate(s) of graduation or completion letter(s) for all qualifications equivalent to or higher than a bachelor's degree.</p> <ul style="list-style-type: none"> - Please provide Japanese translations for any documents not written in Japanese. - If you are still a student, please provide an official document verifying your expected date of graduation. <p>(5) Self-addressed return envelope</p> <ul style="list-style-type: none"> - Please include an envelope that can fit your application documents. Stamp not required. <p>All submitted documents will be returned to applicants. Personal information provided will be managed strictly based on our corporate policy, and will not be used for purposes other than for the job application screening.</p>
12. Application method	<p>(1) Deadline: Application documents must arrive by <u>17:00 on Tuesday, 31 January 2023.</u></p> <ul style="list-style-type: none"> - The application form can be downloaded from our webpage at www.kyuhaku.jp. - Please indicate “アソシエイトフェロー(多言語化対応(英語))応募書類在中” in red on the envelope and submit by postal mail (in a form that allows for tracking and confirmation of delivery, e.g., registered mail). - We do not accept hand-delivered applications. <p>(2) Please send your applications to the address below:</p> <p>General Affairs Division Kyushu National Museum 4-7-2 Ishizaka, Dazaifu, Fukuoka, Japan 818-0118 TEL: 092-918-2842</p> <p>〒818-0118 福岡県太宰府市石坂4-7-2 独立行政法人国立文化財機構 九州国立博物館 総務課総務係 TEL: 092-918-2842</p> <p>For inquiries, please contact us via the information provided above.</p>

Please note that this English version is a translation only.