

December 8th, 2023

**Position Open: Professor or Associate Professor,  
The Hokkaido University Museum, Hokkaido University**

The Hokkaido University Museum invites applications for its position of Professor or Associate Professor.

**1. Number of Vacancies and Position:**

One. Professor or Associate Professor in the Division of Museum Education and Media Studies, the Hokkaido University Museum

**2. Term of Employment:**

From the date of hire to March 31, 2026. No plans to reappointment.

**3. Research Field:**

Studies on museology, a deep knowledge of museum education is required.

**4. Duties and Responsibilities:**

- Operation: duties related to various committees inside and outside the University; various operational duties in the Hokkaido University Museum.
- Education: teaching in General Education Courses and Curator Training Courses; may become concurrently appointed as a faculty member of graduate school or teach undergraduate students.
- Research: research on museology; promotion of research collaborations with other departments within the University; joint research with other domestic or international research institutes.
- Outreach: management of museum volunteers; planning and management of museum events including exhibitions and seminars; collaborative activities with other museums and regional governments;

**5. Qualifications:**

- (1) Must have or is expected to have a doctorate degree or Ph.D. by the start date.
- (2) Must have knowledge, understanding and experience in museum activities.
- (3) Having a Curatorial Certificate is preferred.
- (4) Foreign applicant must be fluent in Japanese enough to conduct museum activities.
- (5) Must be able to give course instructions and seminars in English for graduate students.

**6. Expected Start Date:**

April 1, 2024 or at the earliest date possible thereafter

**7. Probation Period:**

Applicable (three months)

**8. Salary:**

Determined in accordance with the *National University Corporation Hokkaido University Salary Regulations for Faculty Subject To Annual Salary System*.

**9. Working Hours:**

Discretionary Labor System for Professional Work is applied.

Note: Scheduled working hours per day are 7 hours and 45 minutes.

**10. Health and Other Social Insurance:**

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association Health Insurance; Employees' Pension; Industrial Accident Compensation Insurance; and Employment Insurance

**11. Name of Recruiting Organization:**

National University Corporation Hokkaido University

**12. Measures Against Secondhand Smoke:**

No smoking on campus except for designated outside smoking areas.

**13. Application Materials:**

(1) Curriculum Vitae: Free format with a photo attached. Must include name, date of birth, current address, contact information (e-mail address and phone number, etc.), academic history since high school, employment history, name(s) of degree-awarding organization(s), date(s) of degree conferral, title of doctoral dissertation, awards, and disciplinary actions.

Note: Provide all details if the applicant has ever been employed by Hokkaido University (for any position including Part-time Lecture, TA, TF, RA and Short-Term Support Assistant, etc.) on or after April 1, 2013.

(2) List of research achievements:

original papers, symposium proceedings, authored books, reviews, patents and others including writing for the general public. For each paper, it must be indicated whether they are peer-reviewed, and the name of corresponding author must be included. If the paper is accepted or in press, attach an acceptance certificate.

(3) One offprint or photocopy each of representative papers (five papers)

(4) Summary of research history and achievements to date, and future aspirations in research (about 3 pages in A4 format)

(5) List of other accomplishments: experience in teaching or providing educational assistance in universities, etc., educational outreach to society, work in affiliated academic societies, and list of competitive grants acquired, etc.

(6) Aspirations for the role and activities of the Museum (about 2 pages in A4 format)

(7) The names and contact information of two references who can speak to the applicant's skills and abilities (it is not necessary for the applicant to inform them).

**14. Application Deadline:**

Monday, January 15, 2024 (JST). Late submission will not be accepted for any reasons.

**15. Where to Submit:**

1) By e-mail

Please send (1) to (7) above as a PDF to [museum@jimu.hokudai.ac.jp](mailto:museum@jimu.hokudai.ac.jp).

Note: (i) Write "Application for Museum Staff" in the subject line.

(ii) We will contact you within 5 days of receipt. If you do not hear from us, please contact us.

(iii) All application materials will be used only for the purpose of candidate selection and properly destroyed and disposed of after the selection.

2) By postal mail  
Prof. Toshio Tsubota  
Head of the Personnel Commission  
Administration Office, the Hokkaido University Museum  
Kita 10 Nishi 8, Kita-ku, Sapporo, 060-0810 Japan

Note: (i) Please write "Application for Museum Staff" in red on the envelope and send by "Kakitome" (insured registered mail) via Japan Post or its equivalent.

(ii) All application materials will be used only for the purpose of candidate selection and properly destroyed and disposed of after the selection.

#### **16. Inquiries**

Administration Office  
The Hokkaido University Museum  
Phone: +81-11-706-2658, Fax: +81-11-706-4029  
E-mail: [museum@jimuhokudai.ac.jp](mailto:museum@jimuhokudai.ac.jp)

#### **17. Selection Method:**

The selection will be made based on application review. The Museum may make inquiry to the applicant or request an interview during the process. The applicant shall bear any cost incurred related to the interview.

#### **18. Remarks:**

- (1) Hokkaido University is committed to creating an environment for education and research with diverse talent, achieving gender equality and equity, and fostering internationalization. We strongly invite applications from women and international researchers (those whose nationality is not Japanese).
- (2) The Hokkaido University Museum is an organization that plays a role in the public relations of Hokkaido University as a "university window open to society".
- (3) The website of the Hokkaido University Museum is as follows:  
<https://www.museum.hokudai.ac.jp/english/>