**Terms of Reference (TOR) for Master Tailor**

Position Title: Master Tailor

Position Level: P5/SS4

Reports To: Finance and Program Manager

Location: Metog Lam, Above Memorial Chorten

The Master Tailor is responsible for overseeing the creation of high-quality tailor-made products at the Handicrafts Association of Bhutan (HAB). This role focuses on producing high-quality samples, coordinating production with member tailors, ensuring consistency in craftsmanship, and supporting the development of new designs. The Master Tailor works closely with the design and production teams to meet production standards, achieve market readiness, and ensure all products align with HAB’s goals of quality craftsmanship and market access.

**Key Responsibilities**

* + 1. **Sample Creation and Product Production**

1. Create high-quality tailor-made samples based on design concepts, ensuring they align with market preferences and consumer demands.
2. Produce textile-based apparel, accessories, and other related products, ensuring that they meet HAB’s production standards and are market-ready.
3. Ensure that products are crafted to the highest standards of craftsmanship, with attention to texture, color, finish, and durability.
   * 1. **Coordination with Member Tailors**
4. Coordinate with member tailors to facilitate the production of high-quality textiles, ensuring that designs are accurately translated into final products.
5. Provide technical guidance and support to member tailors, ensuring they are equipped with the skills and resources to meet production standards.
6. Monitor production and ensure consistent quality across all products created by member tailors.
7. Collaborate with designers and other production teams to ensure seamless integration of tailoring processes with the overall design vision.
   * 1. **Quality Assurance**
8. Oversee the tailoring process to ensure that all products meet HAB’s quality standards for craftsmanship, durability, and aesthetic appeal.
9. Conduct quality checks on finished products, identifying any defects or areas for improvement and providing feedback to tailors for adjustments.
10. Ensure that tailoring techniques are efficient, sustainable, and aligned with HAB’s commitment to ethical craftsmanship and quality.
    * 1. **Training and Skill Development**
11. Conduct training sessions and workshops for member tailors on advanced tailoring techniques, trends, and best practices to enhance their skills and improve the quality of products.
12. Foster the development of new skills, including the use of new materials, stitching techniques, and garment construction, to ensure that products remain competitive in both local and international markets.
    * 1. **Collaboration with Design and Production Teams**
13. Collaborate closely with the Textile-Based Handicraft Designer and other team members to ensure the efficient production and timely delivery of tailor-made products.
14. Provide input into the design process, particularly on the technical aspects of tailoring, to ensure products are both functional and aesthetically appealing.
15. Assist in the development of new product variations based on market trends and consumer demands, ensuring the final output aligns with HAB’s vision and market access goals.
    * 1. **Employment Conditions**
16. **Reporting:** The Master Tailor will report directly to the Finance and Program Manager.
17. **Employment Status:** This position is a regular, full-time employment role.
18. **Compensation and Benefits:** Compensation and leave entitlements will be in accordance with the Handicrafts Association of Bhutan’s (HAB) service rules.
19. **Probation Period:** Six (6) months to one (1) year.