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

Position Title: Master Weaver

Position Level: P5/SS4

Reports To: Finance and Program Manager

Location: Metog Lam, Above Memorial Chorten

The Master Weaver plays a critical role in overseeing the creation of high-quality textile-based products at the Handicrafts Association of Bhutan (HAB). This role focuses on producing high-quality samples, ensuring product quality, and coordinating with member weavers to ensure timely and consistent production. The Master Weaver will work closely with the design and production teams, support artisans in achieving excellence, and ensure that all products meet HAB’s standards for both local and international markets.

**Key Responsibilities**

* + 1. **Sample Creation and Product Production**
1. Create high-quality textile samples based on design concepts, ensuring they align with market needs and consumer preferences.
2. Produce textile-based products such as shawls, blankets, garments, and home decor, ensuring they meet quality standards and are market-ready.
3. Ensure that all products are crafted to the highest standards of craftsmanship, with attention to texture, color, finish, and durability.
	* 1. **Coordination with Member Weavers**
4. Coordinate with member weavers to facilitate the production of high-quality textiles, ensuring that designs are accurately translated into final products.
5. Provide technical support and guidance to member weavers, ensuring they are equipped with the skills and knowledge to meet production standards.
6. Monitor production and resolve any production challenges, ensuring consistency in quality across all items produced by member weavers.
	* 1. **Quality Assurance**
7. Oversee and supervise the production process of the member weavers, ensuring that each item meets HAB’s quality standards before it is finalized or sent to market.
8. Conduct quality checks on finished products, identifying any defects or areas for improvement and providing feedback to weavers.
9. Ensure that production methods are efficient, sustainable, and compliant with HAB’s standards for quality and ethical craftsmanship.
	* 1. **Collaboration with Design and Product Development**
10. Collaborate with design team to ensure that textile production aligns with product design concepts and market trends.
11. Provide input into the design and development process, particularly on the technical aspects of weaving, to ensure products are both functional and aesthetically appealing.
12. Assist in the development of new product variations or categories based on market trends and consumer demands.
	* 1. **Training and Skill Development**
13. Provide training to member weavers and artisans on advanced weaving techniques, ensuring the skills required to produce high-quality, marketable products are developed.
14. Organize workshops and hands-on training sessions to improve weaving skills, textile quality and increase production efficiency among member weavers.
	* 1. **Employment Conditions**
15. **Reporting:** The Master Weaver will report directly to the Finance and Program Manager.
16. **Employment Status:** This position is a regular, full-time employment role.
17. **Compensation and Benefits:** Compensation and leave entitlements will be in accordance with the Handicrafts Association of Bhutan’s (HAB) service rules.
18. **Probation Period:** Six (6) months to one (1) year.