



Pattern Developer and Project Manager

- The primary responsibility of the position is to take the lead on managing and testing approximately 12-18 total pattern projects every year.

Reports to: Production Manager

Job Responsibilities:

- The primary responsibility of the position is to manage approximately 12-18 total pattern projects every year, meeting all milestone deadlines while juggling multiple projects at different stages of completion.
- Regularly meet with the Studio Production Manager, Charm Project Manager, lead Pattern Maker, and Lead Designer to discuss projects and concerns/deadlines.
- Work closely with the Studio Production Manager, Lead Designer, and lead Pattern Maker to test, fit, sew, and refine sewing pattern designs.
- Sew test garments with accuracy through multiple versions of a sewing pattern design, without written sewing instructions.
- Attend fittings with the Lead Designer, making fit adjustments and taking correction notes.
- Communicate notes and pattern corrections to the lead Pattern Maker, studio and design teams through the use of the Charm Tech Pack, Dropbox, Zoom fittings, and informal photos and videos.
- Examine written sewing instructions to ensure accuracy and construction details.
- Compile photos, information, and revision list for the Illustrator to ensure accurate line art.
- Sew samples while recording the process on video for pattern tutorial videos, as needed.
- Sew finished garments and samples, as needed.
- Assist other studio team members with tasks and pattern tests, as needed.

Requirements:

- At least 2 years professional technical sewing or professional fitting experience, or related field.
- Ability to sew a finished garment to exacting professional standards, with and without detailed sewing instructions.

- Must be well-versed in vintage and contemporary sewing techniques, with an understanding of garment construction and experience sewing complex patterns.
- Knowledge of industry standard fabrics, notions, tools, and techniques.
- Ability to skillfully operate or learn to operate a variety of sewing machines including (but not limited to) industrial sewing machines, overlock, serger, domestic machines, gravity fed iron, and large format plotter.
- Ability to follow written and verbal directions with exactness, to learn new skills and methods quickly, and to know when to ask for help.
- Observant and detail-focused work ethic with personal work habits that are comfortable juggling many different projects and responsibilities.
- An understanding of body diversity and a commitment to contributing to a body positive studio, fitting room, and environment at all times.
- Ability to work well under pressure and respond calmly, with curiosity, at all times.
- Ability to work in an environment with changing priorities based on the needs of the production process, deadline calendar, and available resources. This is a collaborative environment; asking for help when overwhelmed and assisting others when possible are requirements for working on the studio team.
- Intermediate to advanced proficiency in Adobe Illustrator.
- Familiarity with and willingness to work in Asana and Slack.
- Exceptional verbal and written communication skills.
- Absolutely must be friendly, upbeat, professional, and self-motivated.
- Ability to work in a pet-friendly environment.

Compensation:

- Starting at \$40,000-\$50,000 per year, depending on experience.
- This is a full-time salaried position, working out of the Newburgh, NY sewing studio during studio open hours, and working remotely as necessary.
- Unless stated otherwise in the employment contract, full-time employees:
 - receive 5 paid sick days, 10 paid vacation days (15 days after 3 consecutive years of employment), and 16 paid holidays per year.
 - receive a \$200 per month health insurance stipend.
 - are eligible to participate in Charm's 401k plan. Charm contributes an amount equal to 3% of each paycheck every pay period; an employee contribution is not necessary.

If you feel like this position is a good fit for you, please email your cover letter and resume to careers@charmpatterns.com, with the subject "Pattern Developer - Your Full Name".