

# Hiring: Studio Supervisor

On-site, Hamilton, NJ  
Part-time, 10.5 hours/week  
Wed-Friday afternoons  
\$17-20/hour

## Organization Overview

Inspired Threads is a 501(c)3 nonprofit in Hamilton, NJ dedicated to promoting employment equity for workers with disabilities and combatting fashion waste. We create one-of-a-kind, upcycled tote bags from fabric scraps from designers in NY and NJ, all crafted by artists with disabilities. We are dedicated to breaking down barriers to employment by creating an inclusive and accessible workplace for workers; our staff is 100% composed of women with disabilities. We also offer educational and vocational programming for youth with disabilities to empower the next generation of workers.

## Position Overview

We are in need of a studio supervisor for our sewing studio in Hamilton, New Jersey. You will work with our team of designers to complete our sewing orders. We currently have 2 designers on staff for 9 hours a week, along with several volunteers who help in the studio on a regular basis. Due to growing orders, we hope to hire two more designers by next year. From October to June, we also host vocational programming on Fridays at our studio, where you will help older students with disabilities practice job skills.

## Responsibilities

- Oversee our team of designers during studio hours and facilitate the studio flow
- Keep track of all orders and prioritize projects to meet deadlines
- Help designers navigate workplace conflict and practice professionalism
- Log designers' work hours for payroll
- Communicate with designers regarding any schedule changes
- Manage studio volunteers' schedules
- Assist with troubleshooting for sewing machines and sergers
- Answer the phone as needed during studio hours
- Assist with vocational programming for students with disabilities at our studio

## Qualifications

Required

- Experience working with people with intellectual disabilities
- Kind and patient demeanor
- Belief in the capability of artists with disabilities and in the rights of disabled workers to fair wages
- Ability to manage multiple projects and meet deadlines
- Comfortable working within a team in a highly collaborative environment
- Identify as a woman or nonbinary person with a disability, chronic illness, or neurodivergence (*open to any disability type including physical disabilities, sensory disabilities, mental health disabilities, learning disabilities, intellectual/developmental disabilities, chronic illness including HIV/AIDS, etc*)

Preferred

- Experience managing volunteers
- Knowledge of employment inequality in the disabled community
- Understanding of Plain Language and cognitive accessibility
- Experience with vocational training programs
- Ability to mediate conflict in the workplace and balance personalities within a team
- Sewing experience a plus

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. We encourage applications from multiply marginalized applicants including people of color and LGBTQ+ people.*

**To apply:** Please email [jeanene@inspired-threads.org](mailto:jeanene@inspired-threads.org) with your resume and cover letter. If you do not have a resume or cover letter, please explain why you're interested in this position and what experiences you will bring to the job.

*If you need an accommodation in order to complete this application, please email us or call us at 609-217-3383 and we would be more than happy to provide those accommodations.*