

Job Description: Sewing Instructor & Studio Support

Location: Threaded from Heaven, 1145 Peachtree Industrial Blvd., Ste. B2, Suwanee, GA 30024

Position Type: Full-Time

Reports To: Studio Owner

Position Overview

We are seeking a creative, organized, and energetic **Sewing Instructor & Studio Support** to join our team. This unique role combines teaching sewing classes for youth and adults with coordinating studio activities and assisting in the retail area. The Sewing Coordinator & Instructor will not only inspire students in the classroom but also provide excellent customer service by greeting guests, assisting with fabric and notion sales, and supporting the day-to-day operations of our sewing studio.

Key Responsibilities

Teaching & Program Coordination

- Teach sewing and fashion classes to youth, teens, and adults, following studio curriculum.
- Demonstrate proper use of sewing machines, tools, and techniques in a safe and encouraging way.
- Adapt lessons for students of different skill levels and learning styles.
- Assist in scheduling and coordinating classes, workshops, and events such as Quilting Class & fashion show.
- Manage class rosters, attendance, and supply needs.

Customer Service & Sales

- Greet and assist customers & parents with a friendly, professional attitude.
- Provide recommendations for fabric, patterns, notions, and other sewing supplies.
- Cut fabric accurately to customer specifications.
- Operate the point-of-sale system for purchases and registrations.
- Answer phones, respond to customer inquiries, and assist with scheduling private lessons or class sign-ups.

Studio Operations

- Maintain organization of sewing machines, tools, and supplies.
- Support inventory management, including restocking and tracking fabric and notions.
- Assist with marketing efforts by sharing class highlights, creating newsletters, preparing promotional materials, and helping with social media content when needed.
- Collaborate with team members to improve student and customer experiences.

Qualifications

- Strong sewing skills (machine & hand stitching, garment construction, alterations, fabric knowledge).
- Previous teaching, tutoring, or workshop experience is preferred.
- Customer service or retail experience (fabric store experience a plus).
- Excellent organizational and communication skills.
- Friendly, approachable, and enthusiastic about sharing the art of sewing.

Physical Requirements

- Ability to stand during classes, move, and demonstrate sewing for extended periods.
- Comfortably lift up to 20 lbs (fabric bolts, machines, supplies).

Benefits:

- Employee discounts on fabrics
- Paid training and professional development
- Flexible schedule around class times
- Commission for class enrollment growth