

Myanmar Artisans

Textile Training & Production Officer

Report to: Craft Production Manager

Duty Station: Yangon

Job Grade: 5

Minimum Starting Salary : 1,600,000 MMK

Contract Duration: One-year employment contract

Purpose of the Position

The Textile Training and Production Officer is responsible for overseeing and coordinating all aspects of handloom textile production, encompassing ethnic, traditional, and improved weaving techniques. The role ensures consistent quality, efficient production processes, timely delivery, and the continuous development of artisan skills in line with organizational objectives.

The position serves as the primary coordination point between weavers, production planning, quality assurance, documentation, and training teams, ensuring effective communication, smooth workflow, and adherence to established production and quality standards.

About Turquoise Mountain

Turquoise Mountain was founded by His Majesty King Charles III (the then Prince of Wales) in 2006. Inspired by His Majesty's vision of heritage-led regeneration, we support artisans and their communities with everything they need to sustain themselves and revitalize their heritage, in Afghanistan, Myanmar, and across the Middle East.

Turquoise Mountain Myanmar was established in 2016, promoting traditional textile weaving, goldsmithing, and lacquerware production, and the rebuilding of historic buildings. Turquoise Mountain supports the sales of traditional Myanmar crafts to international markets and showcases the artisans' work on a global stage through exhibitions, creative and commercial partnerships, and bespoke commissions. We have also established a hub for design, and craft in Yangon, Myanmar with a strong focus on public outreach and crafts education. The hub also has a boutique that brings the best of Myanmar craftsmanship to market.

For more information: [Artisans | Turquoise Mountain](#)

DUTIES AND RESPONSIBILITIES

Production Management

- Plan, oversee, and manage frame loom, jacquard and backstrap textile production operations across multiple units or regions.
- Ensure production schedules meet organizational targets and delivery commitments.
- Monitor and maintain product quality standards specific to ethnic and traditional textile techniques.
- Identify and resolve production bottlenecks, inefficiencies, or technical challenges.
- Take temporary responsibility for the activities and operational requirements in the absence of coordinated departments, ensuring continuity of work and timely completion of activities.

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Artisan & Team Management

- Lead, mentor, and manage teams of weavers and artisan groups, fostering skill development and productivity.
- Conduct regional and residential training programs - practical for skill enhancement along with craft training supervisor.
- Promote knowledge transfer of traditional weaving techniques and design heritage through production training.
- Conduct regular department meetings.
- Manage attendance and time sheets of trainees and weavers in line management.
- Manage overtime records of weavers and trainees in line management.
- Help recruiting artisans wherever required.

Material & Resource Management

- Oversee raw material procurement, inventory management, and allocation for both sampling and bulk production.
- Ensure accurate material calculations and optimal use of resources to control costs.
- Maintain systematic production documentation, yarn records, and process tracking.

Quality Assurance & Compliance

- Ensure adherence to quality standards for traditional and handloom textiles.
- Implement quality control measures and coordinate with quality assurance teams for periodic audits.
- Support certification or labeling processes for authentic ethnic textiles when required.

Coordination & Reporting

- Act as the key liaison between production, planning, and quality assurance functions.
- Prepare and submit regular reports on production progress, challenges, and achievements to senior management.
- Maintain transparency and accountability in all production activities.
- Manage and organize regional payments with RCS and Finance teams.
- Prepare, disperse, and maintain documentation related to incentives, ensuring all records are kept up to date.

Process Improvement & Innovation

- Identify opportunities to improve production efficiency, product quality, and artisan productivity.
- Encourage innovation while respecting traditional techniques and cultural heritage.
- Support development of new designs, weaving techniques, and product lines aligned with market trends.

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Organizational Events & Promotional Activities

- Take active participation in the events and promotional activities organized by the organization.
- Willing to travel across regions for training and mapping of activities across different crafts.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree holder or diploma in Textile Technology, Textile Engineering, Handloom Technology, or a related field, with a specialization or strong practical knowledge of weaving.
- Experience in developing, organizing, and delivering training programs for weavers, artisans, or community-based producers.
- Experience in planning and monitoring textile production, including production schedules, material requirements, costing, quality control, and delivery timelines.
- Good knowledge of Myanmar's regional and ethnic textiles, weaving traditions, motifs, techniques, and cultural significance.
- Ability to work directly with artisans and provide technical guidance, troubleshooting, design interpretation, and ongoing production support.
- Good knowledge of Microsoft Excel, Word, and PowerPoint, with the ability to maintain production records, training records, inventories, and prepare reports and presentations.
- Good written and spoken English communication skills, with the ability to communicate effectively with international colleagues, clients, designers, and partners.
- Ability to:
 - coordinate and manage a team of artisans, trainers, production staff, and regional coordinators while maintaining a supportive working environment.
 - identify technical and production challenges and develop practical solutions while working with limited resources and community-based production systems.
 - plan and monitor the procurement and distribution of yarn, dyes, weaving materials, tools, and other production resources.
 - build respectful and productive relationships with artisans and communities, with sensitivity to local culture, traditions, and working practices.
 - maintain accurate digital records, production databases, training attendance, artisan information, and progress tracking.
- Strong interest in preserving and developing Myanmar's traditional textile heritage while supporting sustainable livelihoods and commercially viable craft production.
- Commitment to and understanding of the organization's values and principles.
- Willingness and ability to travel regularly to project locations, weaving communities, and artisan workshops, including locations with limited facilities.

How to apply

Please submit your cover letter and CV with the subject line “**Application for Textile Training & Production Officer**” to vacancy.mm@turquoisemountain.org not later than **12-October-2026, Monday**. Only shortlisted candidates will be contacted.

Registered Office: No-47B Pho Sein Street, Bahan Township, Yangon 11201

Myanmar Artisans Company Limited is registered in Myanmar under the Directorate of Investment and Company Administration.
Certificate of registration no. 3703 of 2016-2017 (YGN)