Embroidery Production Specialist

We're looking for a detail-oriented Embroidery Production Specialist to operate our multi-head Barudan embroidery machines and help produce high-quality custom embroidery on apparel and promotional products. This is a hands-on production role in a clean, climate-controlled shop. You'll work from work orders, set up and run machines, hoop garments accurately, and maintain quality standards while keeping production moving.

Schedule & Location

Full-time, Monday–Friday, 8:30 AM – 4:30 PM, with possible overtime during busy periods.

In person, Kent, OH.

What You'll Do

- Interpret work orders for design placement, thread colors, garment details, and special instructions.
- Cross-check production orders against purchase orders for accuracy (logo, size, color, placement).
- Set up multi-head embroidery machines: load appropriate thread, draw thread through the machine, manage bobbin tension, change needles, and perform basic oiling/maintenance as needed.
- Retrieve embroidery files from our work-order system and load them into the machines for each run.
- Hoop garments and other items with precision for each sewing head, ensuring correct placement, stabilizer, and tension.
- Start, monitor, and stop machine runs; identify and report stitching defects or machine issues promptly.
- Use threads, stabilizers, foam, and other supplies to complete orders to company standards.
- Trim finished garments and help keep the production area organized while supporting the team with related tasks as needed.

What We're Looking For

Required

- Ability to stand and move for an 8–10 hour shift and lift/carry up to 30+ lbs.
- Strong attention to detail, organization, and the ability to follow written and verbal instructions accurately.
- Manual dexterity (grasping, pinching, pulling) and visual acuity.
- Basic mathematical skills, including the ability to read a ruler and measure placements accurately.
- Reliable attendance, a positive attitude, and the ability to work with a sense of urgency in a production environment.

- Ability to pass a pre-employment drug screen and background check.

Preferred (not required)

- Prior experience operating multi-head embroidery machines (any brand; Barudan is a plus).
- Sewing skills or experience in a production/manufacturing environment.
- Experience reading work orders or production tickets and managing multiple jobs.

Why Join Us

- Clean, climate-controlled work environment
- Full-time benefits for eligible employees (medical, dental, vision; paid vacation and holidays; PTO)
- Employee discount on apparel
- Casual dress code (no uniforms)
- Opportunity to learn and grow with a team that values quality and reliability

Equal Opportunity

Sew & Sew Embroidery is an equal opportunity employer. We provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, or genetics, and comply with all applicable federal, state, and local laws.