Job title: Jeweller / CAD assistant needed for 2 Cockpit Arts designers
Reports to: Directors + Studio Manager
Salary: Competitive but dependant on experience
Contract: 2 to 3 days per week, 3 month renewable freelance contract, to start as soon as possible.
          Occasional overtime / weekend events.

The deadline for this position is Monday 7th August and interviews will take place in early September

Job role
A fantastic position has arisen to work for two different fine jewellery businesses at Cockpit Arts in Deptford. Jo Hayes Ward and Hannah Bedford are looking for a studio jeweller with great computer design and admin skills to join their busy workshops. The post would be split between the two studios in a flexible arrangement that works for the candidate and both employers. This is a unique opportunity for an astute individual to work closely alongside the owners and creators of two established contemporary jewellery brands.

NOTE:
The ideal candidate will possess all the below attributes however both JHW and HB will consider applicants that are more akin to fine jewellery making rather than CAD and vice versa.
Main duties and responsibilities include:

Jewellery workshop duties

**Benchwork & Workshop Duties**

- Cleaning up and finishing fine jewellery to a high standard including cleaning up castings, soldering and assembling pieces and finishing work to designers’ requirements.
- Working on production pieces, bespoke projects and samples.
- General administration duties, including maintaining stock take, filling and other systems and running errands for example: to Hatton Garden, sprue returns, posting packages etc.
- Organising production, keeping track of orders, flagging up any issues and keeping communication open in the order and production process.

**CAD duties:**

Photoshop / InDesign jobs including:

- Photo management
- Resizing and image editing for website and other image requests
- Design for print and promotion for Lookbooks, brochures, and other promotional material

Rhino 3D modelling *This would be extremely advantageous in JHW’s studio as well as potentially in HB’s however we will consider good candidates that do not currently have these skills]*

- Reworking and resizing existing designs
- Working to Directors' instructions on new design projects
- Rendering models for presentation to clients

**Sales:**

- Support in preparing and setting up for events.
- Support in selling at events such as Open Studios, Goldsmiths Fair and international trade fairs.

**General Admin**

- Handling shipping of orders and consignment including delivery notes, commercial invoices, packing and posting.
- Assisting with creating press releases, press packs and other PR material for the business.
• For JHW only: Assisting with regular website and social media updates, MailChimp newsletters and maintaining / updating mailing lists.
• Assisting with the update of linesheets and pricelists
• To undertake any other duties or projects as required by the Director / Studio Manager

Person Specification

Essential

• Excellent fine jewellery making skills and experience of working in a jewellery workshop
• Computer literate with experience and knowledge of Photoshop (and ideally Rhino 3D), rendering, Microsoft office, Mail, – happy to work on a Mac.
• Strong communication skills (oral and written).
• A positive / enthusiastic attitude and hands-on approach.
• A personable and friendly team player.
• Excellent organisation skills: Methodical and thorough with good prioritisation abilities and attention to detail.
• Adaptable and flexible in a busy working environment.
• Able to work independently
• Trustworthy and honest.
• A passion for jewellery and good design.

Desirable – the following attributes will afford the candidate a strong advantage:

• Mount making and setting skills
• Gemmology knowledge
• Graphic Design experience.
• Experience in selling or liaising with customers - excellent customer service skills.
• Advanced IT and CAD knowledge and experience.

To apply please send your updated CV with a 1 page covering letter explaining why you are the perfect fit for joining our business’s and helping them grow.

info@johayesward.com
info@hannahbedford.co.uk