

## Job Description: Wire-Wrapper/Jewelry Assembly

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Reports to: Owner/Designer

Status: Part-time/Independent Contractor

Hourly Rate: \$10hr-\$15hr depending on experience

About: Bohemi is a Colorado born bohemian jewelry company. We use gold fill, gold and sterling and semi-precious and precious gemstones. We pride ourselves on making unique jewelry for the bold, independent style-setters. Most of our metal is recycled and we do not buy pre-made components and assemble, we design and make our own. Many pieces are one-of-a-kind.

Position Title: Wire-Wrapper/Jewelry Assembly

### Responsibilities:

1. Wire-wrapping various types of stones onto finished pieces of jewelry
2. Assembling pieces by putting on jump rings, earwires, chain cutting, leather cutting
3. Tagging and pricing finished jewelry pieces
4. Participate in inventory management
5. Assist in other areas as directed.

### Qualifications:

1. Intermediate wire-wrapping skills (minimum of 6 months wire-wrapping) using gold fill, sterling wire.
2. Must know different types of stone shapes, and whether certain stones are brittle and how to handle wire-wrapping them.
3. Be comfortable using small hand tools like round nose pliers, flat pliers, cutters, rotary blades.
4. Can take direction and incredibly detail oriented.
5. This is a production position, pay rate is commiserate with experience, speed and quality.
6. Creative problem solver.
7. Motivated self-starter who can work independently without supervision once trained.
8. Trustworthy.

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There is a 3 month training, which is paid at \$10 an hour. All work during this period must be done in-house at our Niwot Studio, after the training period, work can be done at home. We are looking for an EXPERIENCED wire-wrapper, this is not a paid internship, if you do not have experience wire-wrapping please do not apply. We will have an internship position available in the future.

### To Apply:

Email [hello@bohemi.com](mailto:hello@bohemi.com) with your resume and cover letter that explains why you are the right fit for the job. Put WIRE-WRAPPER POSITION-"YOUR FULL NAME" in the email subject line.