

Navajo Arts & Crafts Enterprise

Position Classification and Description



POSITION TITLE: Silversmith
CLASSIFICATION: Non-Exempt
DEPARTMENT: Production
SUPERVISOR: Production Manager

Position Summary:

Under indirect supervision responsible for fabrication and repairs of Navajo jewelry articles, such as rings, brooches, pendants, bracelets, squash blossoms, concho belts and locket.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Fabricates unique Navajo jewelry with or without stones.
- Cuts and shapes silver place with designs using stamps and/or engraving.
- Produce custom order jewelry.
- Solders pieces of jewelry together, using torch or iron.
- Enlarges or reduces size of rings by sawing through band, adding or removing metal, and soldering ends together.
- Repairs broken clasps, pins, rings, and other jewelry by soldering or replacing broken parts.
- Reshapes and restyles jewelry, following designs or instructions, using hand tools and machines, such as jeweler's lathe and drill.
- Smooth soldered joints and rough spots, using hand file and emery paper.
- May work one-on-one with customers to assist with repairs or special order.
- May cut and polish stones to be used in jewelry.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED preferred; one year related experience and/or training; or equivalent combination of education and experience. Valid driver's license or Identification card. Must be able to successfully pass a drug/alcohol screen and background investigation. Navajo preference.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge about Navajo arts and crafts to include common rug types, jewelry designs and stones.
- Knowledge in oxidizing, cutting of jewelry pieces and using the right buffing supplies to finish the job.
- Knowledge in repair of jewelry.
- Knowledge of occupational hazards and applicable safety practices.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to use acetylene torch.
- Ability to craft jewelry.
- Ability to understand and follow oral and written instruction.
- Ability to work as a team member in a structured working environment.
- Ability to work with timeliness and thoroughness.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skill in designing, creating and buffing Navajo handmade jewelry.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 15 pounds.

Work Environment:

Work is generally performed in an interior production work environment. Evening and/or weekend work may be required.