CAREERS in the JEWELRY INDUSTRY

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Is there anyone you know who doesn’t own at least one item of jewelry? It might be a watch handed down through the generations, a sparkling new engagement ring or a treasured flea market find, but almost everyone has one piece that’s special to them. Jewelry itself appears in stories and movies, in art and legend, yet the jewelry business itself is an industry much like any other. Before jewelry designers and manufacturers can create the earrings, rings, necklaces and brooches that are sold in stores on Main Street and online, raw materials need to be mined or manufactured and shipped from far-reaching places.

Wholesalers help supply retailers across the country with gems and jewelry, while retail sales professionals are the final link in the chain, bridging the critical gap between product and consumer. Everyone – designers, gemologists, jewelers, watchmakers, sales and customer service representatives, store managers, laboratory graders and appraisers – has a part to play. Increasingly, this involves an active role in making sure that, at every step in the process, jewelry is sourced, manufactured and sold in an ethical and environmentally-conscious manner.

But what do store managers need to know? What exactly do appraisers do? How do you learn to design jewelry? How much training does it take to be a master watchmaker? What salary can a bench jeweler expect to make? What career growth can salespeople achieve?

This guide is designed to give you a quick snapshot of life inside the jewelry industry. For each of 10 career pathways, the guide examines daily activities and what training and skills you’ll need. It also explores career growth and development and, in broad terms, provides salary ranges for each career profiled. Finally, the guide takes a closer look at a few people whose career choices have brought them both material success and the tremendous personal satisfaction of working with something they love – jewelry.
JOB TRAINING WITHIN THE JEWELRY INDUSTRY

Traditionally, people in the jewelry industry relied on “on the job” training for sales and administrative positions and formal or informal apprenticeships for jewelers and watchmakers. Today, it is still possible to get a jewelry industry job without formal training or jewelry experience – good news for people starting out as well as career changers! Many employers are looking for the skills you need for success in any industry: a strong work ethic, the ability to listen and learn, computer and organizational skills and, above all, passion and enthusiasm. But getting at least some training before you start (or within your first few years) can make you a stronger applicant and will certainly make achieving your career goals an easier task.

A word about formal education: while many professionals in the jewelry industry have benefited from a college degree, others have seen a high level of success without it. The jewelry industry offers individuals not inclined to go to college many career choices that can bring great satisfaction as well as tremendous personal and financial rewards.

Because of the varied nature of the jewelry industry and its many occupational pathways there are numerous educational programs available to meet your needs, from weekend classes or seminars to intensive hands-on studio or lab sessions, comprehensive diploma programs and convenient night classes and distance education. No matter which career path you are interested in, this guide will give you insight to the education and training that will help make your career dreams a reality. For a directory of jewelry education and training options, see page 30.

A NOTE ABOUT SALARIES

The salary information presented in “Careers in the Jewelry Industry” was compiled from a number of sources from within and outside the jewelry industry and does not represent exactly what a specific job with a specific company will pay. Salary ranges vary widely in different parts of the country, and the salary offered for a given job will depend upon an individual’s previous experience and training, the company offering employment, and local market conditions. Career changers and those with extensive volunteer or non-profit experience may find, even though their resumé falls outside the jewelry industry, their existing skills allow them to command a higher salary or advance more quickly. Some career pathways offer fairly well-defined salary ranges, while others (like wholesaler/importer, designer, manufacturer, retail management professional) have the potential for much higher top-end earnings.

The ranges listed in this guide are based upon extensive jewelry industry salary surveys, an overview of available salary information from parallel occupations outside the jewelry industry and the most recent and relevant salary data available from the U.S. Department of Labor. Public libraries, trade magazines, and industry websites and job listings may help you find more detailed salary information for any specific career pathway or occupation within the jewelry industry.
Career: Retail Jewelry Sales Professional

If you enjoy working with people and like the idea of selling a product you are passionate about, a career in retail jewelry sales might be for you. Working in a jewelry store can be like going to work in a treasure chest. It’s hard work, but it’s also an opportunity to indulge your love of beautiful things. Plus, you’ll get to share in some of your customers’ happiest moments: engagements, important anniversaries, birthdays and other celebrations.

Is this a career for me?

Jewelry sales professionals are socially comfortable. They are friendly, enthusiastic and even-tempered, and good at both verbal and non-verbal communication. They are creative when it comes to solving problems. Since good salesmanship requires persistence, they are determined but not aggressive. Sales professionals have a strong sense of ethics and care about their clients’ interests. They also enjoy learning about the products they sell and sharing what they know; many stores offer ongoing product knowledge training to their staff.

People who sell jewelry bring many interests to their jobs. Someone with an interest in mechanical things or machines might specialize in selling watches. A passion for the environment might lead someone else to work with sustainably-sourced, eco-friendly jewelry. The fashion-conscious individual who knows what all the celebrities are wearing would enjoy showing designer jewelry to her customers. Whatever their specialty, though, the best salespeople are versatile and able to work with different kinds of people. They are good at building relationships and derive great satisfaction from finding exactly the right piece of jewelry to meet their customers’ needs.

SALARY EXPECTATIONS*

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<th>Salary Level</th>
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* Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a RETAIL JEWELRY SALES PROFESSIONAL

In retail, communications skills – particularly the ability to listen – are the most vital. Retail sales professionals ask questions to determine what their customers want and use their inventory knowledge and their store’s resources to meet those needs. Their ability to organize information and figure out their customers’ priorities makes them persuasive not pushy, and their enthusiasm makes buying jewelry fun for their customers.

Along with selling, many sales professionals do things like set up the store’s windows and showcases, use computers to track inventory or manage customer relationships, and assist with special in-store events. To take on more responsibilities – and make more money – technical skills are often required, like working with Computer-Aided Design (CAD) programs, estimating special-order work, changing watch batteries or getting certified in gemology or appraisals. Many salespeople take pride in their diplomas and the professional respect they bring.

In sales, the successes are usually easy to measure: closing sales, meeting daily or monthly goals, even the smile on your customer’s face that tells you how well you’ve done. But it’s hard when customers say no, and meeting that challenge requires a lot of self-motivation. In the end, their love of the product and their determination to learn from every encounter gives the best salespeople what they need to do well in retail jewelry sales.

Growing in the industry

Retail sales experience is the foundation for many careers within the jewelry industry. Salespeople can become sales, office or store managers, and move from there into buying or corporate management. Some choose to put their communications skills to work as sales trainers, while others become representatives for manufacturers or wholesalers. Many choose to continue as salespeople, enjoying the flexibility of a profession that is rewarding and can be practiced virtually anywhere in the country.

PATHS TO SUCCESS

• For entry-level jewelry sales, some retail or customer service experience is very helpful.
• Jewelry experience is usually expected of individuals interviewing for senior sales positions or management training programs.
• Increasingly, employers look for — or may offer — some gemology training, and a gemology diploma may be required for advancement.
• Courses or seminars in retail, merchandising or sales can be helpful, as are computer skills, and you should take advantage of any product knowledge or sales training offered by your employer.

Carol Brady
Certified Sales Associate
Exclusively Diamonds
Mankato, MN

Carol Brady’s love of jewelry started in 7th grade, when she was introduced to the jewelry industry by a nephew of one of her mother’s coworkers.

“Whenever he would get a new jewelry shipment, I was so excited to have the honor of looking through all of the jewelry and picking out my favorites,” Brady says. “I could not wait to get home from school to gaze at all of the new dazzling gems. Even at a young age, my passion for jewelry was growing.”

Brady earned a college degree in Sales & Marketing and pursued her dream of working in jewelry sales. She began her career at a local, family-owned jewelry store; in fact, before joining the sales staff, she was a regular customer. She started as a sales associate and quickly added the role of goldsmith to her résumé. In 1992, she joined Exclusively Diamonds, the largest fine jeweler in Southern Minnesota, and has expanded her career to include sales, repairs and quality control. Brady advanced her jewelry education, taking courses from the Gemological Institute of American (GIA) and the American Gem Society.

Brady believes the foundation to her effectiveness is networking and supporting the industry. She serves on the boards of the Minnesota-North Dakota Jewelers Association, the Women’s Jewelers Association – Twin Cities Chapter, and served on the board of the GIA Alumni Association. She is also energetically involved with Jewelers for Children, a non-profit foundation established by the jewelry industry to fundraise on behalf of children in need.

“I live and breathe jewelry. In my free time, I enjoy building relationships with customers and thrive on fulfilling their jewelry wants and desires,” she says. Her friends often comment on her contagious communication skills as she can often be found on the phone, talking, texting or emailing clients at all hours to be sure she is meeting their every need.
Career: Retail Jewelry Management Professional

A career in retail management can offer enormous rewards – whether you are running your own store, managing a store or a web-based business, or working for a large corporation. Most jewelry store managers are real generalists, actively involved in every part of running a successful retail business. Store managers are also good at identifying and hiring people who can make their team stronger. Many retail chains promote from within, so success in store management can lead to greater responsibilities – and more money.

Retail management is a demanding job. The fast pace and long hours, not to mention the stress of running a business in a competitive industry, can take their toll. But the rewards can more than make up for the hard work. Retail management can lead to personal and financial satisfaction and the respect of employees, customers and the broader business community.

Is this a career for me?

Jewelry retail management requires a fair amount of training, and store managers bring extensive knowledge and ability to their jobs. Managers are people-oriented and get satisfaction from building a successful team. They are self-motivated and comfortable setting their own goals. They are also natural leaders who motivate their staff to exceed targets.

Strong business and analytical skills, learned in school or on the job, are important for managers, who need to be dedicated multitaskers and comfortable with financial and inventory management. Training and sales knowledge is also required. A retail manager’s job does not stop at the front door; many managers are deeply involved in community and charitable activities that can bring business to the store while benefiting the local area.

SALARY EXPECTATIONS*

Entry level
$40,000 - $75,000

Highly qualified/experienced
$75,000 - $125,000

Ultimate earning potential
$125,000+, store owners can earn considerably more

* Salaries can vary greatly based on the individual, job description, employer and geographic area.
Managers exhibit drive and persistence and continually work to grow their businesses. If your interests include community or volunteer work, especially if you are good at coaching, planning and organizing others and encouraging them to get things done, you may find that this is a good career for you.

**A Day in the life of a RETAIL JEWELRY MANAGEMENT PROFESSIONAL**

Sales ability is critical, of course, but communications skills are just as important for growing the store’s client base, managing staff and working with vendors, corporate headquarters and the IT/website team. A manager’s learning skills are put to work developing and conducting training programs and keeping up with changes in local and national markets and the economy as a whole.

Increasingly, managers need to be computer-literate in order to run the financial aspects of the business, keep personnel records and track sales and inventory. Many managers develop marketing and social media campaigns or supervise the staffers who oversee these projects. Maintaining a thriving web-based business can require all these skills as well. In any retail business, ensuring that operations, customer-facing communications and digital marketing are cohesive will fall to the manager. At any level, problem solving, critical thinking and the ability to make decisions are necessary skills, as is the ability to negotiate with vendors.

Store owners and managers can handle hard work, but long retail hours can be difficult for some people. Most managers find satisfaction in developing long-term relationships with clients and their families. Successful jewelry retail managers thrive when overcoming challenges that require creative thinking, like providing leadership, setting and achieving performance goals and creating a shopping experience that sets their store apart from its competition.

**Growing in the industry**

Larger retailers often seek to promote from within, encouraging sales, operations and store managers to move into divisional or corporate management. Managers of single stores or stores that are part of small chains may stay at their jobs, or open stores of their own. Some managers also move into other parts of the industry, such as importing, manufacturing or marketing.

**PATHS TO SUCCESS**

- At the minimum, managers need a two- or four-year degree with an emphasis in business or finance. Advancement within larger companies may require an MBA.
- A gemology diploma is helpful, as is some bench experience. Computer literacy and experience with programs for financial management are expected.
- Trade experience is critical, although many store owners find themselves also learning “on the job.”

**INDUSTRY STAR**

Cathy Calhoun  
Owner  
Calhoun Jewelers  
Royersford, PA

For those who know Cathy Calhoun, it’s hard to imagine her working as a bank teller — her first job — instead of inspiring customers and colleagues alike with bold, beautiful jewelry. Calhoun spent 10 years counting bills instead of baubles, before going to work with her then-boyfriend at his jewelry store. Today, the owner of Calhoun Jewelers in Royersford, PA, is a well-known industry ambassador.

Calhoun graduated from Temple University and is a Graduate Gemologist from the Gemological Institute of America (GIA) and a Certified Gemologist Appraiser from the American Gem Society (AGS). She served as president of AGS in 2010-2012, and has also served on the boards of Jewelers of America, Jewelers Mutual Insurance Company, Jewelers for Children and the Diamond Empowerment Fund.

“I am fortunate to be in a business where everything you look at and touch is so beautiful,” says the self-described “gem hunter.” “My days are never like work; they are like ‘play.'”

Her jewelry and unique style have been featured on popular television shows like PBS’s “Antiques Road Show,” ABC’s “Good Morning America,” HGTV’s “If Walls Could Talk” and the Travel Channel's “Great Escapes.”

Even though she embarked on a much different career, Calhoun’s connection to that first job remains part of her business life; her store is also a former bank. Despite the store’s quirky history, customers who walk into Calhoun Jewelers can always bank on great customer service, beautiful jewelry and the highest ethical standards.

“My goal is for my customers to have fun. I want them to appreciate and cherish their fine jewelry,” Calhoun says. “They can wear a little piece of history, whether it is family history or a reminder of ‘time gone by.’”
Career: Bench/Manufacturing Jeweler
If you like working with your hands and seeing your ideas come to life, becoming a jeweler could be a good move for you. Bench jewelers fix chains, size and repair rings and set diamonds and other gems. Manufacturing jewelers can work in retail stores, manufacturing businesses, small trade shops or even their own studios. They craft jewelry for their own companies or for customers who want something customized. Some jewelers are also designers and create one-of-a-kind pieces, while others specialize in repairing intricate antiques.

Is this a career for me?
Jewelers are “handy.” They have an aptitude for tools and machines and are good at figuring out how to build or fix things. They are detail-oriented and patient, because most jewelry work involves completing a series of small, careful steps using sharp tools and open flames. Common sense, attention to safety and the ability to plan is important. Many jewelers find creative satisfaction in solving repair problems or in determining exactly how to fabricate a piece of jewelry.

Jewelers report a strong interest in art and design, particularly sculpture and other three-dimensional media, or enjoy planning and building things from scratch. Whether you work for someone else or start your own business, the ability to stay focused on your projects, keep a careful eye on costs and meet your deadlines will help you succeed at your job. Your ability to communicate with customers will help you meet their needs, and in turn, you will see your business grow.

SALARY EXPECTATIONS*

Entry level  
$18,000 - $30,000

Highly qualified/experienced  
$30,000 - $75,000

Ultimate earning potential  
$75,000 - $115,000+

* Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a BENCH/MANUFACTURING JEWELER

Manual skills – the ability to work quickly and precisely with tools and machines – are critical for bench and manufacturing jewelers. Repairing jewelry can involve ordering or making parts, sizing rings and setting stones. Projects may require wax carving, casting or working with precious metals to craft custom pieces. More and more, bench jewelers are expected to master high-tech tools, like laser welders, in addition to basic bench skills like sawing and soldering.

Business skills are very important as well. Jewelers are responsible for maintaining their tools and equipment and for managing the supplies of precious metal parts (called findings) and stones needed to complete jobs. Supervisors and independent contractors will need to master the ability to estimate and control costs and to oversee compliance with laws designed to protect workers and the environment.

In some stores, jewelers work directly with customers. Your ability to listen, to get information from clients and to present yourself positively will help make your business successful. Many bench jewelers report that the joy of seeing the happiness their work can create and knowing success comes from their own hands provides a great satisfaction.

Growing in the industry

Most beginning bench jewelers work in shops in retail stores or with jewelers that contract work to manufacturers, designers and retailers. Factory positions are also available for polishers, casters and setters and for jewelers trained to operate the increasingly sophisticated machines used by larger manufacturers. Career advancement usually involves upgrading your technical or management skills, and can involve becoming a master jeweler, managing production for a manufacturer or even starting your own business.

PATHS TO SUCCESS

• Some experience with customer service is useful, but a combination of formal training supplemented by a period of apprenticeship is critical. Many jewelers choose to specialize in certain areas, such as repair or stone setting.

• There are many hands-on courses offering basic through advanced-level training. Continuing education courses give you the opportunity to work with master goldsmiths and specialty techniques.

• Skill Level certification is available through Jewelers of America and can give you some idea of what the industry will expect of you at different stages of your career.

• Gemological training is increasingly important and, if you plan to be self-employed, entrepreneurship and basic business classes will be useful.

Tom Weishaar, Certified Master Bench Jeweler, has been creating fine jewelry all his life. He began making jewelry professionally in 1975, at the age of 15. During his early years on the bench, he worked for several fine jewelry retailers in the Chicago area. In 1985, he opened his own jewelry studio. In 1997, after he completed a rigorous examination process, Jewelers of America named Weishaar the country’s first JA Professional Certified Master Bench Jeweler (CMBJ).

Today, Weishaar is the head bench jeweler for Underwood’s Fine Jewelry in Fayetteville, AR. “I love all things creative, and my career in the jewelry industry has allowed me to earn a living doing something I truly enjoy,” Weishaar says.

Over the years he has received several design honors, including an American Gem Trade Association Spectrum Award, a Platinum Guild International design award and an honorable mention in the 1993 International Pearl Design Competition.

Today, Weishaar shares his enthusiasm for the jewelry industry and his love of fine jewelry by lecturing and writing articles about creating jewelry. He has a degree in art education from Northern Illinois University, DeKalb, IL. To date, he has authored more than 100 articles on making jewelry.
Career: Jewelry Appraiser
If you describe yourself as meticulous and detail-oriented, yet curious and interested in history, design or beautiful gems, becoming a jewelry appraiser may be for you. Jewelry appraisers evaluate antique and contemporary jewelry and fine watches and write careful descriptions of each item. Then, they research the market to estimate their value. These documents can help customers obtain insurance, settle an estate or simply provide a record of someone’s jewelry collection. Many jewelry stores keep appraisers on staff or contract with an appraisal firm to provide this service to their customers.

Is this a career for me?
Appraisers are persistent and enjoy asking questions, doing online research and building their own libraries of reference books, auction catalogs and price lists. They’re methodical and make deadlines and enjoy interacting with clients.

Many appraisers start their careers working in retail jewelry stores to get experience working with different kinds of jewelry. Many report an early interest in art and art history or in the intricacies of mechanical objects, like watches and clocks. Often, people who study gemology – the science of gems – go on to study appraisal theory as well. Many appraisers own their own businesses and, to a certain degree, are able to set their own hours.

SALARY EXPECTATIONS*
Entry level
$25,000 - $40,000
Highly qualified/experienced
$40,000 - $65,000
Ultimate earning potential
$65,000 - $110,000+

* Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a JEWELRY APPRAISER

Appraisers use professional training and a variety of skills in their daily work. Metals, gems and any visible trademarks need to be identified before determining the overall quality of a jewelry piece. Appraisers need to be familiar with a variety of designers and jewelry makers before they can estimate the jewelry’s value. Appraisals involve written reports, which can require the ability to use an appraisal or inventory management program. Appraisers also need computer skills to perform research and to bill clients. Communications skills are critical for establishing good relationships with clients and colleagues, for getting necessary background information from customers and for developing new business.

Finally, many appraisers note that their greatest challenge is staying up to date with changes in their field – in tax and insurance laws and within the jewelry industry – so their learning skills are constantly put to the test. Equally, they report that attaining professional status and seeing the results of their commitment to service and integrity provides their greatest satisfaction: helping people understand and appreciate their jewelry and wear it with confidence.

Growing in the industry

Most appraisers get their start working in a retail jewelry store. Some become full-time staff appraisers, while others take on sales responsibilities as well. Other career paths can include working for an appraisal lab or as a traveling appraiser with several retail clients. All of these positions can lead to management or to establishing your own business as an independent appraiser.

Auction houses, insurance companies and pawnbrokers need appraisers. Additionally, experience working with antique jewelry can lead to a job at a company supplying estate jewelry to retailers.

PATHS TO SUCCESS

• Previous retail or customer service experience is helpful. Gaining hands-on experience of the jewelry industry is critical.
• Diploma work in gemology (G.G., FGA, or other) is necessary, as are courses in appraisal theory and qualifications from one of the major appraisal organizations (American Society of Appraisers, International Society of Appraisers, National Association of Jewelry Appraisers, American Gem Society).
• Computer skills are necessary; digital photography and Adobe Photoshop® skills and hands-on jewelry experience are helpful, as is a background in art and jewelry history.

Independent appraiser Patti J. Geolat has turned a love of jewelry and a desire for education into a successful jewelry industry career. For the past 29 years, Geolat has run her own jewelry appraisal business. Before that, she worked for nine years in jewelry retail, studying in her off hours for her Graduate Gemologist (G.G.) diploma from the Gemological Institute of America, Carlsbad, CA.

“When I formed and incorporated my appraisal business in 1994, I was new to Texas and did not have an established practice, so I felt that in order to be credible as an independent appraiser I had to be well-educated,” Geolat says. In four short years, Geolat received her Fellow of the Gemmological Association (FGA) diploma from the Gemmological Association of Great Britain; her Certified Appraiser of Personal Property (CAPP) designation from the International Society of Appraisers; and Member status with the American Society of Appraisers (ASA). Later, she continued her education and became a Senior Member of the ASA and received the title of Associate in Risk Management (ARM) from the Insurance Institute of America.

“I marketed my business to retail stores, insurance agents, banks and lawyers,” Geolat says. “My firm weathered a tough start-up during challenging economic times, but the years of hard work and perseverance have paid off.”

Today, Geolat is happier than ever with her jewelry industry career. “I am proof that you can be successful if you work hard, educate yourself, maintain personal integrity and remain true to a strong business code of ethics,” she says.
Career: Jewelry Designer
If you have always been interested in style or fashion, and you like drawing, painting or graphic design, you might consider a career as a jewelry designer. Designers can work with jewelers and retail clients to create one-of-a-kind jewelry, or they can work for manufacturers developing new pieces for the company’s collections. Some designers go on to start businesses, selling designer jewelry under their own names. Designing jewelry – whichever route you choose – is a unique and challenging occupation.

Is this a career for me?
It isn't necessary to be an artist to be successful as a jewelry designer, but you should have both an eye for design and an understanding of its principles. Designers are detail-oriented and, increasingly, comfortable working with Computer-Aided Design (CAD) programs, like Matrix and Rhino. They are comfortable meeting new people and are able to present themselves and their work in a positive light. While creativity is critical, organizational skills and the ability to meet deadlines are an equally important part of a successful design career.

Most designers report an early fascination with art, gems or vintage clothing. Jewelry designers have to keep up with trends in the international fashion and jewelry industries. They also need to follow celebrity style, as retailers and manufacturers look to the red carpet to see what the next trends will be.

SALARY EXPECTATIONS*
Entry level
$20,000 - $45,000
Highly qualified/experienced
$45,000 - $80,000
Ultimate earning potential
$80,000 - $190,000+
*Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a JEWELRY DESIGNER

Most designers bring a love of style as well as artistic or engineering ability to their work. Some hands-on experience making jewelry helps a designer understand how jewelry works: how it is put together, how the stones are set, the clasps attached and so on. Good eye-hand coordination, computer skills and drafting ability are important, as are an understanding of color and some gemological training. Communications skills are also critical, particularly for designers working directly with retail customers. Time management and basic business skills will come in handy, as will experience supervising the work of others. More and more, designers need to get involved in marketing and social media, so the ability to photograph and write about your work will be helpful.

Turning inspiration into jewelry is the greatest challenge a designer faces. When they are successful, they see their unique style transformed into jewelry that expresses peoples’ deepest feelings – and there’s nothing more satisfying than that.

Growing in the industry

A designer’s career path can take many directions. Jewelry designers can start with a retailer or manufacturer, and then start their own companies. Others will move into management or supervise the work of a design studio. Some designers are also jewelers and sell their work through galleries, craft fairs or websites like Etsy, or open their own stores.

PATHS TO SUCCESS

- Previous experience in sales, customer service or fashion merchandising, especially in jewelry, accessories, art or interior design.
- Education in art or design as well as formal training in jewelry design and CAD/CAM; bench experience is very helpful.
- Gemology courses will introduce you to gems and their unique characteristics. Classes in business, marketing and entrepreneurship are invaluable for running your own business.
- As a designer starting out, getting a job that allows you to learn from more experienced designers and to work directly with customers will develop your own skills.

Alex Woo
President & Designer
Alex Woo Inc.
New York, NY

Born and raised in New York City, Alex Woo embodies the spirit and passion of a true New Yorker. With her showroom and workshop located in the heart of Rockefeller Center and an eponymous collection of jewelry, Woo is one of the most recognized and coveted jewelers among a new generation of designers.

“My father, who was a master bench jeweler, served as my mentor,” Woo says. “I grew up learning an appreciation for gems, precious metals and fine craftsmanship.”

Woo has been designing jewelry for over a decade to much acclaim and success, including being honored with the grand prize in the Women’s Jewelry Association’s national design competition. Her distinctive design sensibilities began at an early age, starting at the innovative Little Red School House and LaGuardia High School of Music and Art. She refined her design skills and artistic vision at Cornell University, the American University of Paris and Parsons School of Design.

Woo creates jewelry that reflects life through design and imagines fashion that is both personal and timeless. As a direct result, Woo has attracted an established client list of fashion editors, stylists and celebrities. In addition to being featured in magazines such as InStyle and Town & Country, her jewelry gets noticed when worn by celebrities in TV shows and films, like on Julia Roberts in “Eat, Pray, Love.”

“What I find most rewarding is being able to give life to jewelry by helping women share their stories,” she says. “My designs tend to be personal and classic, effortless in a way that complements any wardrobe choice. I believe that when something holds that much personal significance or meaning, it’s priceless.”
MANUFACTURER

Career: Jewelry Manufacturer
If you enjoy a fast-paced environment and the potential for traveling to trade shows or overseas locations, consider working for a jewelry manufacturer. Manufacturers employ a variety of jewelry career positions: inside and outside sales; customer service representatives; jewelers; quality assurance technicians; and specialists in finance, product development, inventory management, marketing or social media are only a few. If you work for a smaller company – or start your own – you may find you wear most of these hats yourself.

Is this a career for me?
Manufacturing companies usually look for people who enjoy interacting with others and who will work well with co-workers and customers. Self-starters who motivate themselves and others usually make good salespeople. Customer service and inventory management departments look for people who are good at computer systems and can meet tight deadlines. Manufacturing jewelers need fast, accurate bench skills and may work with high-tech machines, all while keeping an eye on safety and environmental concerns in the factory.

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*Salaries can vary greatly based on the individual, job description, employer and geographic area.

The ability to learn quickly and to see the “big picture” is important for salespeople, designers and production staff, who need to understand not only how their own company works but must keep up with their competitors and trends in the marketplace. An interest in fashion can translate into a position with a design-focused firm, while an aptitude for marketing or finance can be put to good use working for a high-volume manufacturer.

Many of the career paths mentioned above are profiled in other areas of this career guide. Please refer to the appropriate career pathway for more detailed information.
A Day in the life of a JEWELRY MANUFACTURER

Sales representatives should be comfortable meeting new people and presenting themselves and their product in a positive light, as much of their job involves developing business on the road and at trade shows. Customer service representatives need organizational and problem-solving skills to meet their clients’ needs. Production staff will make use of their planning and technical skills to ensure that the company’s merchandise is manufactured to exacting standards and shipped out on time. Managers and company owners need the ability to train and motivate their employees; their days also involve the creative and financial skills that keep the company moving forward.

Sales representatives and business owners often report that their biggest challenge is time management – seeing that the day’s tasks get done while making time for the planning and strategizing to meet long-term goals. But success brings the great satisfaction of seeing your merchandise in stores across the country, and the private reward of working with a product you love, one that brings people beauty and joy.

Growing in the industry

Outside representatives may become sales or marketing directors, but they often make their careers in sales. Independent reps are self-employed and develop a regular clientele to whom they sell merchandise from a variety of jewelry manufacturers. Customer service and production staff may move into management positions, becoming sales or product development managers. Jewelers may expand their areas of expertise or develop new skills. Some jewelers go on to work in supervisory positions, while others may open their own manufacturing companies or retail stores.

INDUSTRY STAR

Todd Ingwer
Lead Designer
Leo Ingwer Inc.
New York, NY

Todd Ingwer is the lead designer and vice president of sales & marketing at Leo Ingwer Inc., a custom handcrafted diamond jewelry manufacturer in New York. The grandson of Leo Ingwer, who founded the company in 1939, he is just one member of the third generation of Ingwers at the company’s helm.

While earning his business marketing degree from the University at Buffalo, Ingwer spent his breaks working in the showroom with his grandfather. “It was during those breaks that I forged an admiration and respect for the business my grandfather built,” Ingwer says.

Following his grandfather’s passing in 2002, Ingwer decided the best way to honor him was to carry on his legacy using the lessons and values passed down during those formative days in the showroom.

Ingwer’s first full-time position was in customer service and sales. There he learned to listen to customers’ needs and developed products suited for each individual. He used that skill to create the “Leo Ingwer Signature Collection,” a completely bespoke collection of handmade diamond engagement rings and wedding bands. Ingwer also currently heads up Leo Ingwer’s growing loose diamond business.

He never had to look far for positive influences. “I was mentored by industry giant and current company president Kenny Ingwer. Kenny’s stoic, result-based leadership has allowed me grow naturally, while never losing sight of the core family values that are the foundation for our success,” Ingwer says.

Ingwer’s favorite part of his job is creating one-of-a-kind pieces for people’s most celebrated moments. “When one person is so in love with another and are ready to promise their forever, they call us. What’s better than that!”

PATHS TO SUCCESS

• Retail or wholesale jewelry trade or customer service experience for entry-level positions. Computer skills are a must.
• Significant trade experience for outside sales reps.
• Formal education in business and gemology may be necessary.
• Relevant training and trade experience for jewelers and production staff.
• Production experience, bench skills, experience with financial management and marketing as well as facility with computers are typically expected of those in management.
Career: Jewelry Wholesaler/Importer

Jewelry wholesalers act as industry middlemen, selling large quantities of jewelry-related goods to retail merchants rather than consumers. Working for a wholesaler can mean selling finished jewelry, machines and tools or gems to retail stores or to other dealers and distributors. Wholesale companies range from tiny one- or two-person offices to large, international firms with agents in Europe, India, South America or Asia. Usually, if you work for a wholesaler you will be an outside sales representative or do the same kind of job you might find in any import/export or consumer-goods company: in-house customer service representative, shipping/receiving clerk, inventory control, quality assurance or product management tech, webmaster or bookkeeper/accounts clerk. Outside sales reps often have heavy travel schedules, and many are self-employed, which makes this an ideal field for someone who wants to have their own business.

Is this a career for me?

As with most sales and service-oriented jobs, people who work for wholesalers need to be comfortable meeting new people, both in person and via email, online chat or social media. Sales reps are good at relationship-building and problem-solving. Whether you work on the road or in-house, you’ll need to be organized, persistent, and good at numbers as well as people.

Like most areas of the jewelry industry, though, selling to retailers isn’t just a matter of profit margins and shipping dates. Many retailers rely on manufacturers for information about what styles are popular around the country, so sales reps need to keep up with fashion trends as well as new gemstones and metals and innovative manufacturing techniques. To keep their skills current, wholesalers at every level of the business take advantage of opportunities to network with their colleagues at trade shows, association meetings and the like.

**SALARY EXPECTATIONS***

Entry level  
$25,000 - $45,000

Highly qualified/experienced  
$45,000 - $80,000

Ultimate earning potential  
$80,000 - $150,000+, successful sales representatives or company owners can earn considerably more

*Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a JEWELRY WHOLESALER/IMPORTER

Social skills and the ability to communicate well with a variety of people are critical for people working in this part of the jewelry business. Salespeople need to capture a retailer’s attention quickly. Their ability to size up their customer and select the right merchandise to show is part of their expertise. Inside and outside salespeople are good at problem solving and taking care of their clients’ needs. They exhibit good time management, making sure things get done properly and on time.

For busy salespeople, whether they are “on the road” or on the phone/computer, time management and follow-up are probably the greatest challenges. It can be difficult to get the paperwork done and the phone calls made at the end of a busy day, and even harder to make time for reading trade magazines and visiting key industry websites in order to stay up to date with changes in the market. But those tasks lead salespeople to their greatest satisfactions as well: closing sales, meeting and exceeding their goals, and ultimately getting to work with people they respect and a product they love.

Growing in the industry

Office and administrative positions can lead to sales or to management, especially in larger companies. Success at inside or outside sales can take people into marketing or sales management, and many representatives use their expertise and contacts to start their own companies. Other career tracks include working with factories in foreign locations or making a move to sales, buying or management with an independent jewelry store or a large retail chain.
Career: Lab Grader/Quality Assurance Technician
If you enjoyed your science classes or enjoy doing carefully detailed work, consider working in a laboratory as a grader or for a wholesaler or manufacturer as a quality assurance technician. Most graders spend time identifying and performing quality analyses on diamonds and colored gemstones. Quality assurance technicians also work on finished jewelry. A big part of the job, whether you’re based in a lab or a factory, is providing the certificates that assure customers their gemstones and jewelry are of a stated quality.

Is this a career for me?
This kind of work requires concentration for long periods of time and consistency in the quality of your work. Graders are good at prioritizing and at time management, and are not easily distracted or interrupted. However, they work well with their supervisors and the other graders and will often take on the task of monitoring or training new employees.

Most graders became interested in rocks and minerals at an early age; in fact, many still have rock collections. Typically, graders also enjoy working with microscopes and other grading instruments, including sophisticated computerized tools. They may also take photographs or do technical drawings to complete reports. Some lab graders become researchers, and use their knowledge and skills to learn more about gems and about the issues that affect today’s jewelry industry.

SALARY EXPECTATIONS*
Entry level
$18,000 - $30,000
Highly qualified/experienced
$30,000 - $55,000
Ultimate earning potential
$55,000 - $95,000+

* Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a LAB GRADER/QUALITY ASSURANCE TECHNICIAN

Most graders and quality assurance technicians report that their analytical and decision-making skills are put to intensive use. Grading involves evaluating a gem’s overall appearance and describing it accurately. Identification requires the grader to perform a series of tests on a gem so that its identity – as a ruby, for example – can be confirmed. Quality control technicians decide whether a given piece of jewelry lives up to a given standard of workmanship.

In labs and in quality assurance, challenges and satisfactions often go together. Developing and maintaining a high level of expertise and knowledge is critical for most lab professionals, and the reward for your efforts is the success of your department and the respect of your peers. While some people find sitting at a desk for long periods of time a challenge, people who work in labs and quality assurance enjoy the opportunity to investigate gems and jewelry through their loupes. In fact, for many, the challenge becomes whether to trade the hands-on lab work for management opportunities and career advancement.

Growing in the industry

Laboratory jobs can lead to supervisory or management positions in larger labs, or to positions involving training, customer service management or even research (for graders with degrees in scientific fields). Graders and quality assurance technicians can get the training they need to become appraisers, work for diamond dealers, colored stone or pearl houses or even transition into buying or inventory management for a manufacturer or a larger retailer.

PATHS TO SUCCESS

• Computer skills are a plus.

• A gemology diploma (G.G., F.G.A. or A.G.S.) is often required but may be offered as part of a training package to otherwise-qualified applicants; in-depth training in lab procedures is typically offered to entry-level graders.

• Some gemology and/or bench experience is helpful and increasingly required for quality assurance technicians.
Career: Watchmaker

If you enjoy figuring out how things work, or taking them apart and rebuilding them, a career as a watchmaker might work for you. Watchmakers are highly skilled technicians and command industry-wide respect. Their jobs may involve actually building fine mechanical watches by hand or repairing new or old watches that no longer run.

Is this a career for me?

People who enjoy doing finely detailed handwork, like cabinetry or model building, and who see mechanical problems as puzzles to solve often make good watchmakers. As with any kind of detailed work, patience, persistence and steady hands are a necessity. The best watchmakers are perfectionists, who set and live up to high standards in their work.

Many watchmakers work as independent contractors, repairing watches for many retailers or watch companies. Others specialize in restoring antique watches for dealers and collectors. If you have always wanted to have your own business, watchmaking is a trade that is in demand nationwide, and one where hard work can bring rewards.

SALARY EXPECTATIONS*

Entry level
$20,000 - $40,000

Highly qualified/experienced
$40,000 - $75,000

Ultimate earning potential
$75,000 - $105,000+

* Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a WATCHMAKER

A watchmaker needs to be highly organized in order to keep track of work belonging to different customers, manage an inventory of parts, accurately estimate costs and control cash flow. Basic business and time management skills help, as do communications skills for working with customers, vendors and bringing in new business.

As a trade, watchmaking requires both formal training and a period of apprenticeship. Many watchmakers report that finding the time to pursue continuing education can be difficult. Their status as respected professionals and the pride in their workmanship is a great satisfaction, while their ability to make treasured family timepieces run again assures them of a place in their customers’ hearts.

Growing in the industry

After establishing themselves as professionals, many watchmakers open their own businesses with a mix of retail and trade clients. Other career paths include managing service centers for watch companies or going into wholesale watch sales. Some watchmakers even return to the classroom to teach.

PATHS TO SUCCESS

• A combination of formal hands-on training and a period of apprenticeship are cited by most watchmakers as prerequisites to entering the field.
• If you plan to own your own business, courses in basic business and computer skills and in entrepreneurship are extremely useful.
• For all watchmakers, making a commitment to continuing education is crucial.

INDUSTRY STAR

Manuel Yazijian
Certified Master Watchmaker of the 21st Century
manuelyazijian.com
Redlands, CA

Manuel Yazijian has the credentials to back up his title of “Independent Master Watchmaker.” He is the current president of the American Watchmakers-Clockmakers Institute (AWCI) and earned AWCI’s Certified Master Watchmaker of the 21st Century status in 2005.

Yazijian was born into a watchmaking and jewelry family; his father was an Omega watch retailer. He started his career in 1983 as an apprentice and later worked for the prestigious Henry Birks and Sons Jewelers (now Birks & Mayors) of Montreal, Canada.

In 2005, Yazijian’s skills brought him to AWCI as a watchmaking instructor and certification coordinator. Yazijian helped develop and taught the supporting courses for the association’s sought-after 21st Century certification exam (CW21). His message to students, fellow watchmakers and retail jewelers has always been to uphold the highest standards of workmanship.

“When I moved to California after my tenure as instructor, my goal was to market my services to consumers (watch owners), as well as discerning retailers,” Yazijian explains. “Knowing how competitive the watch repair industry is, I had to ensure my education was above par, the work quality high and the message clear - no shortcuts!”

His commitment to professionalism and quality resulted in a successful independent business. His focus is mainly on restoring vintage and modern Rolex watches. “I truly enjoy working on watches that were built to last. With correct and proper care, they can last for many generations to come.”

Along with his many functions as volunteer in the industry, he is a technical consultant for Swatchgroup USA and provides private tutoring to watchmakers and retail jewelers.
Career: Pawnbroker/Estate Jewelry Dealer

Television shows like “Antiques Roadshow” and websites like eBay have focused attention on the money and excitement to be had in the secondary jewelry markets. Having a career in vintage and estate jewelry -- in an auction house, antiques store or website -- can be like holding history in your hands.

Being a pawnbroker is a little different. Pawnbrokers are essentially bankers, and they performed that function throughout most of history, long before banks became a part of every community. Today, pawnbrokers lend money to people on items of value that range from gold and diamond jewelry to electronics or household items. Many pawnbrokers report that customers also trust them when it’s time to buy jewelry for special occasions.

Is this a career for me?

Pawnbrokers and estate jewelry dealers are smart, social, detail-oriented and good at tasks requiring common sense. They’re adaptable and enjoy the challenge of working with an incredible variety of people. Like all salespeople, they have a strong sense of ethics and care about balancing business needs with their clients’ interests. Many pawnbrokers and estate jewelry dealers thrive on anticipating when a unique piece of jewelry or learning opportunity is going to come through the door.

People in these sectors bring many interests to their jobs. An interest in mechanical things might lead to specializing in watches or clocks, while a love for costume jewelry might translate into a successful eBay storefront. Someone who likes negotiating might thrive as a pawnbroker or work for an auctioneer. Whatever their specialty, the best pawnbrokers and estate dealers are versatile and can work with a variety of people and jewelry. They build relationships and derive great satisfaction from seeing their business succeed.

**SALARY EXPECTATIONS***

Entry level  
$18,000 - $30,000  
Highly qualified/experienced  
$30,000 - $50,000  
Ultimate earning potential  
$50,000 - $100,000+  

*Salaries can vary greatly based on the individual, job description, employer and geographic area.
A Day in the life of a PAWN BROKER/ESTATE JEWELRY DEALER

As in any business where success depends on working well with people, communications skills – particularly the ability to listen – are the most vital. Estate jewelry dealers are constantly looking for merchandise that can meet a particular customer’s needs. Like any sales job, the ability to organize information and figure out the customers’ priorities helps estate jewelry dealers and pawnbrokers persuade without being pushy.

Along with selling, daily tasks can include setting up displays, organizing inventory and fulfilling orders. Increasingly, businesses like these use computers to help track inventory or manage customer relationships. To take on more responsibilities – and make more money – in retail-focused businesses might require mastering technical skills like: Computer-Aided Design (CAD) programs, estimating special-order work, changing watch batteries or getting certified in gemology or appraisals. In estate jewelry stores, high-volume pawn shops and high-end auction houses, many salespeople take pride in their diplomas and the professional respect they bring.

The successes are easy to measure: closing sales, meeting goals, seeing your business thrive. But long hours and sometimes constant travel can make these challenging professions. Whether it’s the love of the deal, the jewelry or their clients, people working in the pawn or estate side of the jewelry business report one thing: they are never bored!

Growing in the industry

Since retail sales – no matter what the environment – is the foundation for many careers within the jewelry industry, working for a pawnbroker, an auction house or an antique and estate dealer is a great place to start your career. Salespeople can move on to management positions or go into buying; some prefer to work in wholesale, while others stay in retail. Many start their own businesses or become consultants and work with private clients or other firms.

PATHS TO SUCCESS

• For entry-level positions, some retail or customer service experience is very helpful. The ability to speak two or three languages can also be useful.
• Jewelry and art history experience as well as gemological training is often expected of individuals interviewing with auction houses.
• Increasingly, employers look for computer skills, and skills as varied as bookkeeping, digital photography and Adobe Photoshop® are sometimes needed.

Jack Frank
General Manager
New England Pawnbrokers
Fall River, MA

Jack Frank’s road to the jewelry industry was not a straight line; it took a couple of turns along the way.

“I was working in the healthcare industry when my brother-in-law told me he was going to open a pawnshop and asked if I would be interested in helping out,” Frank says. Fast forward 20 years and he’s now a partner in his own pawnshop, New England Pawnbrokers.

Frank says the industry has changed over the years. In order to stay ahead, a pawnbroker must be knowledgeable in many areas, like precious metals and diamonds. Frank realized that he would need jewelry education to be most successful, so he earned the Accredited Jewelry Professional, Diamonds and Diamond Grading diplomas from the Gemological Institute of America.

The trust of customers is vital for pawnbrokers, and to showcase New England Pawnbrokers’ responsible business practices Frank had the company become a member of Jewelers of America, the national trade association for businesses serving the fine jewelry marketplace. He also earned Jewelers of America’s Senior Sales Professional and Senior Management Professional certifications.

Even after two decades in the pawn business, Frank continues to improve his own skills and ensure he can provide great customer service. “Whether you’re thinking about jewelry sales, design or manufacturing, get as much training and education as you can,” he advises.

“I truly love what I do. I have the ability to help someone make a purchase that is going to make them or someone they love so happy, something that they will wear for many years to come,” Frank says. “Knowing that I played a part in helping someone to realize their dreams is very rewarding.”
Professional Certification from Jewelers of America

The jewelry industry is seeking talented professionals to join its ranks. After you’ve spent some time learning about the industry or have gained some on-the-job experience, Professional Certification from Jewelers of America is a logical and beneficial next step. There are few better ways to demonstrate to the world your professionalism, industry knowledge and commitment to ethics than with certification in one of Jewelers of America’s three Professional Certification programs: sales, management and bench.

Why is Certification important?

Jewelers of America’s certification programs validate the talent and proficiency of jewelry industry professionals to national standards. Becoming a certified jewelry professional can advance your career, showcase your professionalism and improve your reputation with fine jewelry customers. High standards are important in any profession, but particularly so in the field of jewelry. The rapidly changing nature of the jewelry industry and the required levels of customer trust demand that every member of our industry strive to meet the highest standards of professionalism.

What is JA Professional Certification?

JA Professional Certification is an exam-based program offering various levels of assessment for your specific career path: jewelry sales, jewelry retail management or bench jewelry. JA Professional Certification evaluates your skills and competency levels based on professional standards accepted nationally throughout the industry. Achieving certification is the most effective way to demonstrate to employers, clients and colleagues that you have the knowledge and skills required to be a leader within your profession.

JA Professional Certification benefits the individual by:

- Assessing your current skills and accumulated experience
- Helping in your career advancement and compensation
- Providing personal satisfaction by measuring your skills against the highest industry standards
- Promoting professional development
- Representing inclusion in a distinct peer group made up of your fellow professionals
- Providing a pathway for building professional careers
What are the different Certification programs offered?

Jewelers of America offers three types of certifications, each with different skill levels. JA Professional Certification is available for sales professionals, management professionals and bench jewelers.

Sales Professional Certification and Management Professional Certification are offered in two levels that require written exams only. Successfully completing the first level of certification earns an individual the title of JA Certified Sales Professional or JA Certified Management Professional. Successful completion of second-level exams earns the title of JA Certified Senior Sales Professional or JA Certified Senior Management Professional.

JA Bench Professional Certification is offered in four levels: JA Certified Bench Jeweler Technician, JA Certified Bench Jeweler, JA Certified Senior Bench Jeweler, and JA Certified Master Bench Jeweler. Each level requires participants to take both a written test and a practical, hands-on bench test.

The professional title you earn through certification will be an invaluable tool as you develop your career in the jewelry industry. JA Professional Certification makes you an attractive applicant when you decide to seek new employment. The certification process and examination feedback also allow for self-assessment and self-improvement so you can continue to improve your skills and performance.

How can I get started?

The process is simple! Visit www.jewelers.org/certification/ for more information or call Jewelers of America at 800-223-0673. At the website, you can download JA Professional Certification Program guides that provide all the information you need to begin preparing for your certification exam, including details on scheduling an examination session.
Career Search
You can use this section as a quick guide to start or assist your jewelry career search. In addition to tips to help you stay organized, you will find a listing of schools and other organizations that can offer you whatever level of education you feel best meets your needs, from short courses and hands-on studio/lab sessions to comprehensive diploma programs and distance education. The section “Job Search & Industry Resources” includes invaluable industry references and should not be overlooked.

CAREER CENTERS
If you are currently enrolled in high school or college, the career center at your school will be able to help you get started researching careers and employers or finding a training program. Most public libraries carry a wealth of books on job hunting, writing résumés and interviewing and can help you research potential employers or training programs. Many libraries also offer computer classes and access to the Internet.

Hands-on career assistance can be found at your local One-Stop Career Center. These are government offices that offer help with skills assessment, résumés and interviewing skills, and provide access to computers, phones and fax machines. Basic services are free to jobseekers. For more information about the services provided at One-Stop Career Centers, visit www.careeronestop.org.

TARGETING POTENTIAL CAREERS & EMPLOYERS
Nationwide job listings are available through a variety of commercial websites as well as through the US Department of Labor (www.dol.gov) or America’s Job Bank (www.ajb.dni.us).

Smaller jewelry firms often prefer to advertise on websites affiliated with their local newspapers, like CareerBuilder.com, or jewelry trade media. Some industry trade associations feature online Job Boards or Career Fairs, like Jewelers of America and the Gemological Institute of America. Also consider participating in virtual or local networking groups, which you can find through social networking sites like LinkedIn or through the local chapters of industry organizations, such as Jewelers of America.

Larger jewelry firms usually have their own corporate websites. These contain information about the company and often have instructions for submitting an employment application. Getting familiar with a company’s website is good preparation for an interview and should be mentioned in your cover letter.
Tips for Organizing Yourself

Set up a job search notebook or computer-based journal where you can keep information on the jobs you are interested in – like help-wanted ads, printouts from job-search websites, or referrals from friends or career counselors.

If you’re just starting out or returning to the job market after an absence, set up a dedicated email account with a professional-sounding address to use when following up on leads, contacting employers and sending thank-you notes. Your email address should be some variation on your name and should not make reference to hobbies, interests or nicknames (especially embarrassing ones). If you’ve been sharing a family email account, now is a good time to get one you can monitor easily on your own.

Attach a dated copy of the résumé and cover letter you send to each company, particularly if you send different versions of your résumé to different employers!

Keep a log of important dates and contacts: when you contacted the company and who you emailed or spoke to, including the names of secretaries, assistants, and whoever referred you to the company by name and title. Note down any information you will need to follow up with the initial contact and to send thank-you notes after an interview. Also note your impressions and any issues you want to reinforce or address in subsequent conversations. (Keep your notes brief, but not so cryptic you can’t understand them later.)

If you are researching schools or training programs, use the same system. This will help you compare costs, program length, location and other factors for each program of interest. Keep records of calls and emails to or from schools, and before signing any contracts, ask a friend, school counselor or business-savvy relative to look over the fine print for you. You want to be sure you are spending your money well – and that you know what will happen if for some reason you can’t continue once you start. Make a list of what documents each school’s application requires – you may be able to make one trip to the copy place instead of six, or ask your high school or college to send transcripts to multiple institutions with a single request.

Be aware that trade schools are required to provide career assistance to graduates, and include that department in your preliminary research. It is not too soon to start thinking about your job search, and many instructors report that students who are thinking about their career goals often get more out of their studies.

RÉSUMÉS & COVER LETTERS

There are a wide variety of resources to help you create your résumé and cover letters. In addition to the job resources already mentioned, most online job sites have résumé guides and tips. If you are currently in school or a training program, your instructors or school’s career center should have résumé and cover letter review services.

Keep in mind that many firms have specific instructions for submitting applications, and may prefer you to upload your information to their website instead of sending a résumé as an email attachment. If you do send an attachment, make sure it’s in a file type your contact can open – the best résumé in the world will be discarded if it can’t be read. Before you send it, edit it carefully to make sure there aren’t any errors or typos.

If you are currently enrolled in or have recently graduated from school, or are involved in a jewelry industry training program, your résumé should include this information. Be sure to focus on your work experience, highlighting transferable skills like sales, customer service or marketing experience.

Consider mentioning volunteer and school groups, particularly if you can point out any organizational or sales/fundraising responsibilities you took on. Employers see these activities as evidence of your willingness to work and your ability to manage your time.
Jewelry Organizations

American Gem Society (AGS)
www.americangemsociety.org
8881 W. Sahara Ave.
Las Vegas, NV 89117
702-255-6500
Fax: 702-255-7420

American Gem Trade Association (AGTA)
www.agta.org
3030 LBJ Freeway, Ste. 840
Dallas, TX  75234
800-972-1162
Fax: 214-742-7334

American Society of Jewelry Historians (ASJH)
www.jewelryhistorians.org
1333A North Avenue #103
New Rochelle, NY 10804-2120
914-235-0983
Membership in ASJH offers access to lectures and special events in addition to a journal of jewelry studies and a membership directory.

American Watchmakers-Clockmakers Institute (AWI)
www.awci.com
701 Enterprise Dr.
Harrison OH 45030
AWI is dedicated to preserving and promoting the highest standards of workmanship in watch and clockmaking; it sets the standards for educational programs and provides links to continuing education and resources for industry professionals. Membership includes a year’s subscription to Horological Times.

GIA (Gemological Institute of America)
www.gia.edu
World Headquarters, Robert Mouawad Campus
5345 Armada Dr.
Carlsbad, CA 92008
800-421-7250, 760-603-4000
Fax: 760-603-4080
Provides links to information about GIA’s educational offerings, research center, laboratory and library.

Jewelers of America (JA)
www.jewelers.org
120 Broadway, Suite 2820
New York, NY 10271
800-223-0673
Representing a membership of jewelry retailer and supplier professionals, JA’s website offers information and member discounts on training and certification.

Manufacturing Jewelers & Suppliers of America (MUSA)
www.musa.org
57 John L. Dietsch Square
Attleboro Falls, MA 02763
800-444-6572
An association for jewelry manufacturers and designers with an informative website that includes a link to its magazine.

National Association of Jewelry Appraisers
www.najaappraisers.com
P. O. Box 18
Rego Park, NY 11374-0018
718-896-1536
Email: office@NAJAAppraisers.com

National Association of Watch & Clock Collectors (NAWCC)
www.nawcc.org
514 Poplar St.
Columbia, PA 17512-2130
717-684-8261
NAWCC is a nonprofit organization that links its members and the public to museums, educational programs and special interest groups devoted to watches and clocks.

Society of North American Goldsmiths (SNAG)
www.snagmetalsmith.org
540 Oak Street, Suite A
Eugene, OR 97401
630-579-3272
SNAG offers workshops, seminars and an annual conference geared toward goldsmiths and artists working in metals. Its website helps promote artists and galleries, and provides links to educational programs, shows and resources for metalsmiths.

Women’s Jewelry Association (WJA)
www.womensjewelryassociation.com
80 Washington Avenue, Suite 205
Poughkeepsie, NY 12601
212-687-2722
A nonprofit association originally founded to help women develop networking opportunities within the jewelry industry, WJA does admit men to full membership. It sponsors scholarships and design contests; chapter get-togethers are typically open to members and non-members alike.
Online Job Search

GIA (Gemological Institute of America)
www.gia.edu/careers-in-gems-jewelry
World Headquarters
Robert Mouawad Campus
5345 Armada Drive
Carlsbad, CA 92008
800-421-7250, 760-603-4000
GIA’s Career Services job board links both graduates and casual site visitors to positions and employers within the jewelry industry nationwide; full listings are available and information on résumé preparation, writing cover letters and interviewing techniques is also provided.

Jewelers of America Jewelry Jobs Search
jobs.jewelers.org
Part of Jewelers of America’s Career Center, this industry-specific online board is open to all for jobs in jewelry sales, jewelry management, marketing, merchandising, bench, design and more.

Jobs4gems.com
www.jobs4gems.com
Listings are open to casual visitors, and résumés can be posted free of charge. Employers must subscribe to the site to post positions or view résumés.

Premier Placements
www.jewelryjobs.com/jobs/
9713 Herons Cove
Indianapolis, IN 46280
800-474-8047
Search firm specializing in the jewelry industry. Services are free to applicants.

U.S. Department of Labor
www.dol.gov
Frances Perkins Building
200 Constitution Ave NW
Washington DC 20210
866-487-2365
The Department of Labor offers a variety of links and resources for job seekers, all of which can be accessed through its main website. The website addresses below may be of particular interest.

• America’s Job Bank
  www.ajb.org
  877-348-0502
  Provides a searchable jobs database.

• Employment & Training Administration
  www.doleta.gov/jobseekers/
  877-872-5627
  Provides assistance with career decisions and steps for career changers to take.

• One-Stop Career Center (Worksource)
  usworkforce.org/onestop/onestopmap.html
  Nationwide offices and websites.

A NOTE ON ONLINE RESOURCES

Online job search websites, like Monster.com and Indeed.com, feature jewelry industry jobs. Use keywords specific to your desired jewelry focus, such as “jewelry,” “jeweler,” “goldsmith,” “gemologist,” “bench jeweler,” “diamonds.” You can also make use of social networks, like LinkedIn and Twitter, to find jobs in your area or in your circle of friends and colleagues. Website addresses can change; if you have trouble finding a site use your favorite search engine to locate a web address.

Industry Publications

INSTORE Magazine
www.instoremag.com
Covers the american jewelry retail marketing, with a focus on the needs of jewelry sales and management professionals and owners.

Horological Journal
www.bhi.co.uk/horological-journal
Journal from the British Horological Institute

Ganoksin (Brain Press Publications)
www.ganoksin.com
Jeweler’s information resource; wide-ranging but mainly focused on bench jewelers. The site includes a fully searchable archive and links to other sites of interest to people in the jewelry industry.

JCK Magazine
www.jckonline.com
JCK magazine offers readers expanded coverage of the most important jewelry industry issues and style trends impacting their businesses.

Lapidary Journal Jewelry Artist
www.jewelrymakingdaily.com
For the jewelry designer/maker, features tips and in-depth explanations on using materials and jewelry techniques, guidance on how to sell jewelry, and more.

National Jeweler
www.nationaljeweler.com
Online-only publication that covers jewelry news and analysis of precious gold, diamond, and stones for the retail industry.
Antique Jewelry & Jewelry Appreciation

Sotheby’s Institute London
34-35 New Bond Street
London W1A 2AA (UK)
+44 (0) 20-7293-5000
www.sothebys.com
Email: jewellerycourses@sothebys.com
Seminars and short courses in jewelry appreciation and a postgraduate degree in art appreciation (accredited through the University of Manchester).

Sotheby’s Institute New York
1334 York Avenue
New York, NY 10021
212-606-7000
www.sothebys.com
Email: jewellerycourses@sothebys.com
Occasional weekend courses are offered; the majority of classes are given in London.

Appraisal

American Society of Appraisers
11107 Sunset Hills Rd, Suite 310
Reston, VA 20190
703-478-2228
www.appraisers.org
Email: asainfo@appraisers.org
Comprehensive appraisal program for personal property appraisers as well as courses geared specifically to the gem and jewelry field.
Prerequisites: advanced-level courses require the Graduate Gemologist (G.G.) or Fellow of the Gemmological Association of Great Britain (FGA) diplomas.

International Society of Appraisers
303 West Madison Street
Suite 2650
Chicago, IL 60606
312-981-6778
www.isa-appraisers.org
Email: isa@isa-appraisers.org
Courses leading to the Certified Appraiser of Personal Property (CAPP and S-CAPP) designations, with a concentration in jewelry available.

Master Valuer Program
5805 Windmill Way
Carmichael, CA 95608
800-731-1122
www.mastervaluer.com
Email: info@mastervaluer.com
Distance education appraisal program specifically for the gem and jewelry industry as well as a three-day workshop and short, topic-specific classes.

Balzan Laboratories
760 Market Street
San Francisco, CA 94102
415-834-9209
www.balzangemlab.com
Email: contactus@balzangemlab.com
Offers seminars and short classes in gemology and valuation science and conducts classes in association with the Revere Academy and the Gemmological Association of Great Britain. Offers an apprenticeship program in quality control for the jewelry industry to experienced jewelers and gemologists.
Gemology

California Institute of Jewelry Training
5805 Windmill Way
Carmichael, CA 95608
800-731-1122
www.jewelrytraining.com
Email: info@jewelrytraining.com
Classes in gemology in association with GIA and the Gemmological Association of Great Britain and in appraisal through the Master Valuer Program, as well as courses in sales and marketing. Comprehensive programs in basic, intermediate and advanced repair and fabrication as well as short classes in specialized jewelry manufacturing techniques.

Diamond Council of America
3212 West End Ave. Suite 400
Nashville, TN 37203
615-385-5301
www.diamondcouncil.org
Distance education courses in gemology and diamantology.

GIA (Gemological Institute of America)
World Headquarters
Robert Mouawad Campus
5345 Armada Drive
Carlsbad, CA 92008
800-421-7250 ext. 4001, 760-603-4001
www.gia.edu
Email: admissions@gia.edu
GIA diploma programs are offered on campus and through distance education. Gemology Programs include Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Accredited Jewelry Professional, and Graduate Pearls. Individual courses and lab classes are offered in diamond grading, colored stones, gem identification, and pearls through distance education. GIA has campuses in Carlsbad, CA, New York City and nine other major jewelry centers around the world.

International Gemological Institute (IGI)
551 Fifth Avenue
New York, NY 10176
212-753-7100
www.igi-usa.com
Email: info@igi-usa.com
Courses in grading rough and polished diamonds and in colored stone identification.

Santiago Canyon College
Gemology Dept., Orange Campus
8045 E. Chapman Ave.
Orange, CA 92869
714-628-4900
www.sccollege.edu
Courses in diamonds, colored stones and appraisals leading to a certificate or associate’s degree in gemology, as well as an antique jewelry survey course in association with the Center for Jewelry Studies.

Texas Institute of Jewelry Technology/Paris Junior College
2400 Clarksville St., Paris, TX 75460
800-232-5804
www.parcjc.edu
Gemology and trade-related business courses in addition to its degree programs and short classes in jewelry manufacturing and watchmaking.
Management, Sales & Marketing

Arts Business Institute
3000 Chestnut Ave. Suite 3000
Baltimore, MD 21211
410-977-2915
www.artsbusinessinstitute.org
Email: artsbizinstitute@gmail.com
Workshops in business development for craft artists: accounting, pricing, product development, and wholesale and retail sales.

Gem City College
700 State St., PO Box 179
Quincy, IL 62306
217-222-0391
www.gemcitycollege.com
Associate’s degree and diploma programs in business as well as jewelry design, manufacturing, watchmaking and watch repair. Self-study packs are available.

Diamond Council of America
3212 West End Avenue, Suite 400
Nashville, TN 37203
877-283-5669
Fax: 615-385-4955
www.diamondcouncil.org
Provides quality, affordable distance education to enhance the ability of our members’ associates to sell fine jewelry with expertise, integrity, and professionalism and to fuel the passion of all those looking to learn about our industry.

GIA (Gemological Institute of America)
World Headquarters
Robert Mouawad Campus
5345 Armada Dr., Carlsbad, CA 92008
800-421-7250 ext. 4001, 760-603-4001
www.gia.edu
Email: admissions@gia.edu
GIA diploma programs are offered on campus and through distance education. Gemology Programs include Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Accredited Jewelry Professional and Graduate Pearls. Jewelry Manufacturing Arts programs and courses include Graduate Jeweler, Jewelry Design & Technology, Comprehensive CAD/CAM for Jewelry, and Jewelry Design. Individual courses and lab classes are offered in diamond grading, colored stones, gem identification, and pearls through distance education. GIA has campuses in Carlsbad, CA, New York City and nine other major jewelry centers around the world.

Jewelers Education Foundation of the American Gem Society
Robert M. Shipley Bldg.,
8881 W. Sahara Ave., Las Vegas, NV 89117
866-805-6500
www.americangemsociety.org
Courses in diamond grading and gem and jewelry appraisal as well as retail sales.

Jewelers of America
120 Broadway, Suite 2820
New York, NY 10271
800-223-0673, 646-658-5800
www.jewelers.org
Email: info@jewelers.org
Self-study courses for sales associates and store managers, and exams leading to certification for sales and management professionals and bench jewelers.

Texas Institute of Jewelry Technology/Paris Junior College
2400 Clark St., Paris, TX 75460
800-232-5804
www.parisjc.edu
Gemology and trade-related business courses in addition to its degree programs and short classes in jewelry manufacturing and watchmaking.

Manufacturing: Diamond Cutting & Lapidary Arts

American Institute of Diamond Cutting, Inc.
1287 E. Newport Center Dr. #202
Deerfield Beach, FL 33442
800-831-8470, 954-574-0833
www.diamondschool.com
Email: Diamondcutting@att.net
Comprehensive diamond cutting program, including the evaluation of rough and polished diamonds. Short courses in grading fancy color diamonds, evaluating diamond rough and marketing are also available.
Lapidary Arts
11500 E. Independence Blvd.
Suite E
Matthews, NC 28105
704-847-7099
www.lapidarysource.com
Classes in colored stone cutting.

Manufacturing: Jewelry Fabrication & Repair

Alexander Studio
22940 Lyons Ave., Newhall, CA 91321
818-779-7611
www.alexanderstudio.org
Email: mosaicart@yahoo.com
Basic through advanced classes in fabrication techniques as well as workshops in casting and precious metal clay.

American Jewelers Institute
6635 N Baltimore Ave., Suite 203
Portland, OR 97203
503-255-4517
www.jewelersacademy.com
Email: ajiinfo@comcast.net
Four-month course in jewelry manufacturing, including fabrication, setting, wax carving and casting.

Art League School
105 N. Union St., Alexandria, VA 22314
703-683-2323
www.theartleague.org
Email: information@theartleague.org
Classes and workshops in fabrication, repair, precious metal clay and enamel.

Bishop State Community College
Jewelry and Watch Repair Dept.
351 North Broad St., Mobile, AL 36603
251-405-7000
www.bishop.edu
One-year programs in jewelry design, manufacturing and repair and in watch repair.

California Institute of Jewelry Training
5805 Windmill Way, Carmichael, CA 95608
800-731-1122
www.jewelrytraining.com
Email: info@jewelrytraining.com
Comprehensive programs in basic, intermediate and advanced repair and fabrication as well as short classes in specialized jewelry manufacturing techniques. Offers classes in gemology in association with GIA and the Gemmological Association of Great Britain and appraisal through the Master Valuer Program, as well as sales and marketing.

Christian Bauer Studios
214 W. 29th St., New York, NY 10001
212-643-8917
Basic through advanced classes in granulation techniques.

Conner Jeweler’s Institute
129 East Spring Street,
New Albany, IN 47150
812-944-3490
www.jewelersschool.com
Email: info@jewelersschool.com
Short classes in repair, setting, wax and casting as well as diamond grading and management.

Drouhard National Jeweler’s Academy
2236 S. Main St., Mansfield, OH 44907
888-663-9335, 419-756-5255
www.drouhardjewelerschool.com
Email: DrouhardJill@yahoo.com
One-week classes in repair, diamond setting, and design and casting.

Fashion Institute of Technology (FIT)
227 West 27th Street
New York, NY 10001 - 5992
212-217-7675, 800-999-9923
www.fitnyc.edu
Associate’s degree in jewelry design and fabrication and continuing education classes in various aspects of jewelry design and metalsmithing.

Fredricka Kulicke School of Jewelry
239 New Road, Bldg “C” Suite 101,
Parsippany, NJ 07054
201-230-2973
www.kulickejewelryschool.com
Email: freddie@kulickejewelryschool.com
Classes in jewelry fabrication techniques such as granulation, chainmaking, enameling and setting.
Gem City College
700 State St., PO Box 179
Quincy, IL 62306
217-222-0391
www.gemcitycollege.com
Associate’s degree and diploma programs in jewelry design, manufacturing, and repair as well as watch and clock repair, horology, hand engraving, silversmithing, wax modeling and casting and stone setting. Business courses and self-study packs are available.

GIA (Gemological Institute of America)
World Headquarters
Robert Mouawad Campus
5345 Armada Drive
Carlsbad, CA 92008
800-421-7250 ext. 4001, 760-603-4001
www.gia.edu
Email: admissions@gia.edu
GIA offers Jewelry Manufacturing Arts on campus programs and courses including Graduate Jeweler, Jewelry Design & Technology, Comprehensive CAD/CAM for Jewelry course, and Jewelry Design course. Jewelry Manufacturing Arts is offered in Carlsbad, CA and New York City, and select campuses worldwide.

Howard Academy for the Metal Arts
168 West Main Street
P.O. Box 472,
Stoughton, WI 53589
800-843-9603
www.howard-academy.com
Email: hama@howard-academy.com
Comprehensive program in jewelry manufacturing, including repair, setting, goldsmithing, design, casting and mold making and gemology. Specialty courses in hand engraving and die carving, forging, and sculpture and blacksmithing are also available.

Jewelry Arts Institute
22 East 49th Street Fourth Floor,
New York, NY 10017
212-362-8633
www.jewelryartsinstitute.com
Email: info@jewelryartsinstitute.com
Classes in classical metalsmithing techniques: granulation, chainmaking, stonesetting and enamel work.

Milwaukee Area Technical College
Div. of Jewelry Repair and Fabrication,
700 W. State Street
Milwaukee, WI 53233
414-297-6282
www.matc.edu/
Email: info@matc.edu
Technical diplomas and continuing education classes in jewelry repair and manufacturing, as well as classes in basic gemology.

New Approach School for Jewelers
107 Southeast Parkway Court
Franklin, TN 37064
800-529-4763
www.newapproachschool.com
Email: info@newapproachschool.com
Short classes in manufacturing, stone setting, platinum fabrication.

North Bennet Street School
39 N. Bennet St., Boston, MA 02113
617-227-0155
www.nbss.edu
Email: info@nbss.edu
Full-time program in jewelry manufacturing and repair and workshops in techniques like setting and fabrication.

Hazeltine School of Fine Jewelry Crafting
260 S. Lake Ave., Pasadena, CA 91101
626-568-9545
Short classes in jewelry manufacturing and repair.

Metalwerx
50 Guinan Street
Waltham, MA 02451-4310
781-891-3854
www.metalwerx.com
Email: info@metalwerx.com
Short classes in jewelry manufacturing and workshops in subjects like alloying, wax carving, setting, chasing and repousse.
Revere Academy of Jewelry Arts  
785 Market St. #900  
San Francisco, CA 94102  
415-391-4179  
www.revereacademy.com  
Email: info@revereacademy.com  
Entry-level and intermediate programs (JA Certification levels 1 and 2) and advanced classes in all areas of jewelry repair and manufacturing, including master classes in specialized techniques like granulation and anticlastic raising. Classes in gemology and marketing are also offered.

Stewart’s International School for Jewelers  
651 Indiantown Rd., Jupiter, FL 33458  
800-843-3409, 561-746-7586  
www.stewartsintlschool.com  
Short classes in jewelry repair, diamond setting, design and casting and hand engraving.

Studio Jewelers Ltd.  
32 East 31st Street  
New York, NY 10016  
212-686-1944  
www.studiojewelersltd.com  
Email: info@studiojewelersltd.com  
Full-time and part-time programs in the fundamentals of jewelry manufacturing, setting, casting and mold-making and repair, as well as part-time classes in repair, setting, wax and design.

Texas Institute of Jewelry Technology/Paris Junior College  
2400 Clarksville St., Paris, TX 75460  
800-232-5804  
www.parisjc.edu  
Associate’s degree programs in jewelry manufacturing and watchmaking, as well as semester-length classes in computer-aided design, gemology and business practices. Short classes in topics such as setting, casting, working with platinum and jewelry repair are available, as is a review class for the JA Bench Certification exams.

Watch Repair & Watchmaking

American Watchmaking Institute  
701 Enterprise Drive  
Harrison, OH 45030  
513-367-9800  
www.awci.com  
Email: awci@awci.com  
Continuing education and training in watchmaking and watch and clock repair offered to members.

Bishop State Community College  
(Jewelry and Watch Repair Dept.)  
351 North Broad Street  
Mobile, AL 36603  
251-405-7000  
www.bishop.edu  
One-year programs in watch repair and jewelry design, manufacturing and repair.

Gem City College  
700 State St., PO Box 179  
Quincy, IL 62306  
217-222-0391  
www.gemcitycollege.com  
Associate’s degree and diploma programs in watch and clock repair and horology as well as jewelry repair and design, hand engraving, jewelry store management, as well as a variety of business classes. Self-study courses are available.

NAWCC School of Horology  
514 Poplar Street  
Columbia, PA 17512  
717-684-8261  
www.nawcc.org  
Comprehensive programs and short classes in watch and clock repair. Day and evening classes are available.

Texas Institute of Jewelry Technology/Paris Junior College  
2400 Clark St., Paris, TX 75460  
800-232-5804  
Fax 903-782-0452  
www.parisjc.edu  
Associate’s degree programs in watchmaking and jewelry manufacturing, as well as semester-length classes in computer-aided design, gemology and business practices.

Parsec Enterprises Inc.  
7501 N. Harker Dr., Peoria, IL 61615  
888-207-0708  
www.parsecent.com  
Short classes and videos on quartz watch repair and battery replacement.
Arts and Crafts Classes & beadwork

Arrowmont School of Arts and Crafts
PO Box 567, 556 Pkwy., Gatlinburg, TN 37738
865-436-5860
www.arrowmont.org
Email: info@arrowmont.org
Classes in metalsmithing and enameling work.

Craft Students League of YMCA
610 Lexington Ave., New York, NY 10022
212-735-9731
www.ywcanyc.org
Email: info@ywcanyc.org
Classes in jewelry making and enameling work.

Creative Arts Workshop
80 Audubon Street, New Haven, CT 06510
203-562-4927
www.creativeartsworshop.org
Classes and workshops in jewelry design and manufacturing, wax carving and bead stringing.

Farmington Valley Arts Center
25 Arts Center Lane, Avon, CT 06001
860-678-1867
www.artsfvac.org
Email: info@artsfvac.org
Classes and workshops in traditional goldsmithing and silversmithing techniques.

Guildford Handcrafts Center
PO Box 589, 411 Church Street
Guildford, CT 06437
203-453-5947
Email: www.guilfordartcenter.org
Classes offered in enameling, casting, jewelry design, manufacturing and repair.

The Visual Arts Center of Richmond
1812 W. Main St., Richmond, VA 23220
804-353-0094
www.visarts.org
Email: frontdesk@visarts.org
Classes in metal and jewelry making.

Haystack Mountain School of Crafts
PO Box 518, Deer Isle, ME
207-348-2306
www.haystack-mtn.org
Email: haystack@haystack-mtn.org
Offers classes in casting, enameling, silversmithing, jewelry design and manufacturing and wax carving.

School of Lapidary Arts
PO Box 890, Young Harris, GA 30582
706-379-2126
www.lapidaryschool.org
Email: office@williamhollandschool.com
Classes in gem cutting, bead making, jewelry repair, precious metal clay and enameling.

Interlaken School of Art
13 Willard Hill Rd, PO Box 1400
Stockbridge, MA 01262
413-298-5252
www.rattlesnake.com/test/Interlaken.html
Email: makeart@bcn.net
Classes in jewelry making and design.

Kalamazoo Institute of the Arts
314 S. Park St., Kalamazoo, MI 49007
269-349-7775
www.kiarts.org
Email: museum@kiarts.org
Classes in jewelry fabrication, design and specialty techniques.

Mainline Art Center
746 Pannmere Road, Haverford, PA 19041
610-525-0272
www.mainlineart.org
Email: info@mainlineart.org
Classes and workshops in fabrication and special techniques like precious metal clay.

Mendocino Art Center
45200 Little Lake St., PO Box 765,
Mendocino, CA 95460
800-653-3328, 707-937-5818
www.mendocinoartcenter.org
Email: register@mendocinoartcenter.org
Workshops in specialized manufacturing techniques like anticlastic raising, enamel, granulation, chain making and similar subjects.
92nd Street Y Jewelry Department  
1395 Lexington Ave., New York, NY 10128  
212-415-5562  
www.92sty.org  
Classes in basic jewelry making techniques as well as wirework and non-precious materials.

Peters Valley Crafts Center  
19 Kuhn Rd., Layton, NJ 07851  
973-948-5200  
www.petersvalley.org  
Email: info@petersvalley.org  
Classes in basic and advanced metalworking techniques, enameling and photo etching.

Sharon Arts Center  
School of Arts and Crafts, 457 Rt. 123, Sharon, NH 03458  
603-924-7256  
www.sharonarts.org  
Email: info@sharonarts.org  
Classes in jewelry fabrication and design.

The Shepherdess  
2802 Juan St., San Diego, CA 92110  
619-297-4110  
www.shepherdessbeads.com  
Email: info@shepherdessbeads.com  
Seminars and workshops including design, beading, wire-wrapping, glass, jewelry making and silversmithing.

Southwest School of Art and Craft  
300 Augusta, San Antonio, TX 78205  
210-224-1848  
www.swschool.org  
Short classes in jewelry making.

Taos Institute of the Arts  
P.O. Box 2588, Taos, NM 87571  
575-758-0350  
www.taosartschool.org  
Short classes in jewelry making, design, and computer-aided design.

Touchstone Center for Crafts  
1049 Wharton Furnace Rd., Farmington, PA 15437  
724-329-1370, 800-721-0177  
www.touchstonecrafts.org  
Email: info@touchstonecrafts.org  
Short classes in metalsmithing, setting, casting and inlay work.

Vermont State Craft Center at Frog Hollow  
85 Church Street, Burlington, VT 05401  
802-863-6458  
www.froghollow.org  
Email: info@froghollow.org  
Short classes in beadwork and basic jewelry making.

Worcester Center for Crafts  
25 Sagamore Rd., Worcester, MA 01605  
508-753-8183  
www.worcestercraftcenter.org  
Email: wcc@worcestercraftcenter.org  
Professional-level courses and workshops in all aspects of jewelry crafting, as well as classes in lapidary arts, enameling, and lampwork bead making.
Thank You
FROM JEWELERS OF AMERICA

Jewelers of America expresses its sincere appreciation to all who have contributed to the Careers in the Jewelry Industry initiative. Of special note is the Gemological Institute of America, the project’s premiere sponsor, whose generous financial contribution has helped make the publication and update of this industry guide possible. Jewelers of America would also like to thank Jewelers Mutual Insurance Company for providing additional support.
Jewelers of America:
THE RESOURCE FOR THE PROFESSIONAL JEWELRY INDUSTRY AND ITS CONSUMERS

Jewelers of America is the national trade association for businesses serving the fine jewelry retail marketplace. Our primary purpose is to promote consumer confidence in the jewelry industry. Since 1906, we have been advancing the fine jewelry industry through advocacy in public, government and industry affairs; and have been the leader in the development of high ethical, social and environmental standards among the retail jewelry trade. Jewelers of America also provides members with a wealth of products, services and cost-saving opportunities — specifically designed for jewelry retail professionals.
GIA. A Place to Learn.  
A Place to Grow.  
A Place to Get Ahead.

GIA has been the world’s foremost authority on diamonds, colored stones, and pearls since 1931. GIA created the 4Cs, the International Diamond Grading System®, and sets the global standard for diamond grading and analysis. Through research, education, gemological laboratory services, and instrument development, the Institute is dedicated to ensuring the public trust in gems and jewelry by upholding the highest standards of integrity, academics, science, and professionalism.

So there’s no better place for you to learn about gemstones and jewelry design.

Study at GIA and you’ll be at the heart of the gemological world. And with 11 campuses worldwide, a GIA education is always within your reach.

GIA Distance Education lets you take courses online – anytime, anywhere. It’s the same curriculum used at GIA campuses, so you’ll get the same unmatched education.
