

# Rules and Procedures

## The Jewelry Studio

The jewelry program has grown and is a very popular studio at Pullen Arts Center. We now have 5 instructors and regular specialty workshops!

The techniques the instructor is covering are the ones that are listed in the brochure class description. The goal of the class is for you to learn those techniques. Outside of class is the time to work on projects unrelated to the class.

During classes please do not have personal conversations or work on other projects while the instructor is demonstrating or teaching. **Please turn off cell phone ringers** and have cell phone conversations in the hall or lobby. It is distracting to the instructor and other students.

Be sure to ask the instructor or other students before photographing their work or photographing them while they work.

- **Visitors**, friends or family are not allowed in the studio while you are working. You must have a card and have taken a Beginning Metals Class to use the studio.
- **No Food or Drinks** are allowed in the studio
- **No outside chemicals** - Pullen provides all necessary chemicals
- Check studio calendar for dates and times when the studio is open. This calendar is also available online at Pullen Arts home page: [www.raleighnc.gov/parks/content/Arts/Articles/PullenArtsCenter](http://www.raleighnc.gov/parks/content/Arts/Articles/PullenArtsCenter)
- Students will provide their own *saw blades*, *solder*, and *drill bits*. These items are available through the Rio Catalog.

### **Catalog Prices**

Saw blades	item #: 110-205	\$3.50 per dozen
Drill bits	item #: 349-419	\$4.85 for 5, size 60 fits 18g wire
Solder	item #:	see catalog
18g wire	item #:	see catalog
copper sheet	item #:	see catalog

*We will also have some of these items for purchase in our store. Please see front desk.*

### **Store Prices**

Saw blades	\$ 0.75 each (limit 3)
Drill bits	\$1.50 ea, size 60 fits 18g wire (limit 1)
Solder	\$0.75 for 6 inches (limit 3)
Copper/Brass	\$4.00 for 2x3" sheet (limit 1)
Copper/Brass	\$0.75 for 1x1" sheet (limit 2)

**All sales will have tax added**

- **Class kits will be for sale for \$25.** Will include 1 drill bit, 3 sawblades, 3 pieces of solder, 1" square of 22g & 20g copper and 20g new gold, 1 sanding stick, 3 small sheets of sandpaper, and 1" copper tube for rivets or soldering detail.
- **People with a Participation Card** (studio card) will also need to furnish their own materials. Participation card for Raleigh Resident is \$70, for Non-Resident \$85.
- **If you are enrolled in an Enameling Class:** While you are taking the class you may make use of the jewelry studio to work on your *enameling project* without paying the \$1.00 fee. If you are working on other projects you will be required to pay the \$1.00 studio fee, and have a valid participation card.
- While working in the jewelry studio, **DO NOT** use any tool that you have not been instructed on how to use.
- **Use the Flex shaft *gently*.** You don't need to force the pedal all the way down. This tool is not a grinding tool. It is primarily for finishing and drilling.
- **The torches** should be on and ready to use. Do not adjust torches; ask the instructor or the front desk! This gauge should never go beyond **PSI 10!!**
- Never use the "**shiny**" metal planishing hammers against steel. It ruins the face of the hammer and will leave marks on the metal/jewelry you are working on.
- **Tools you might want to have:**  
Pliers, files, tweezers, or pick for soldering. These are shared items and are not always in the best condition or available.
- **Your class fee** includes instruction, use of gas, flux, tumbler, ultrasonic, and solutions, wear and tear on all tools, buffing wheels, and compound etc.
- While taking Beginning Metals is a requirement in order to get a jewelry studio card, simply **taking Beginning Metals does not guarantee you will be eligible to purchase a studio card** at the end of class. In order to be eligible to purchase a studio card after completing Beginning Metals, a student must be able to safely use the tumbler, the pickle, the roll mill, the flex shaft, and the torch, and their instructor must certify that the student is using these pieces of equipment safely. *Students are much more likely to be able to be certified on their safe use of this equipment if they stick to the instructor's suggested class project.*

- If a Beginning Metals student is not certified to use the tumbler, the pickle, the roll mill, the flex shaft, and the torch, they may continue to take additional beginning or continuing classes or workshops, even though they may not purchase a studio card.

All metal is to be purchased by students. Refer to Rio Grand for this.  
Rio's telephone number is 1-800-545-6566

Betty McKim is usually here if you have questions or concerns about the studio, tools, or procedures.

**PULLEN ARTS CENTER'S HOURS:**

MONDAY - THURSDAY	9am-10pm
FRIDAY	9am-1pm
SATURDAY	9am-5pm
SUNDAY	1pm-5pm