

# HEAD WIG AND MAKEUP - JOB DESCRIPTION

The Head of Wig and Makeup should be someone who is self-motivated, possess good organizational and time management skills, plus have excellent communication skills and the ability to remain calm in a potentially stressful situations. The ideal candidate will have a calm and flexible outlook and be diplomatic in dealing with IATSE crews, touring crews, performers, stage managers and all other staff.

Reports to: Touring/Show Head Wigs and Makeup, Venue/Facilities Personnel, and House Head Carpenter.

This Position will monitor, assist and supervise all load ins, load outs and the run of show for local clients and touring shows that may come through the venue; overseeing all wardrobe related activities. Responsibilities will include advancing upcoming productions, communicating with incoming Wig and Makeup Supervisors. They may be asked to oversee the Wig & Makeup Department or assist with wigs, hair, or makeup in the absence of a touring Wig & Makeup Supervisor. They must be familiar with the venue's supplies and equipment, so that they can effectively support any type of production that is in residence at the venue. This person, in coordination with Venue/Facilities Personnel, will be responsible for maintaining any relevant equipment inventory and ensuring proper maintenance and repair. Head Wig and Makeup will be asked to supervise and mentor local IATSE crew as needed.

## QUALIFICATIONS/REQUIRED SKILLS

- Minimum of five (5) years experience as a wig & makeup head/ supervisor for a professional company or venue
- Working knowledge of all aspects of the theatre process
- Ability to supervise a crew of 1-6 IATSE wig and makeup personnel
- Familiarity with IATSE contracts
- Experience or background in theatrical wigs and makeup.
- Proficient hand sewing skills preferred
- Ability to ventilate
- Experienced in altering and repairing wigs
- Familiar with various forms of period styling and able to follow a setting pattern from a bible
- Ability to pin curl or prepare performers hair for wigs, secure wigs, and clean them
- Ability to clean, style and secure various types of facial hair
- Familiar with how to set and execute quick changes.
- Ability to work productively under time pressure, in styling and on deck during quick changes
- Ability to work safely in a backstage environment containing moving machinery, Scenery, lighting or props
- Knowledge of safe handling for potentially hazardous equipment, fumes, and/or materials
- Knowledge of how to keep an maintain a sanitary and hygienic work station and implements
- Keep a well organized, clean work space for efficient operation and quick turn over of productions
- Strong organizational and communication skills (written, oral, visual)
- Strong computer skills (Excel, Word)
- Effective problem solving skills
- Appropriate personal hygiene

## SUGGESTED

- OSHA 10 Certification
- Cosmetology License

## PHYSICAL DEMANDS

- Position will need to remain standing or seated for extended periods of time
- Position will need to ascend/ descend multiple flights of stairs
- Position will need to see and perform duties in low light situations