



## Hair & Makeup Assistant – Job Description

**JOB TITLE:** Hair & Makeup Assistant

**ALTERNATE TITLES:** Wig Technician, Makeup Artist

**REPORTS TO:** Hair & Makeup Supervisor, Hair & Makeup Designer

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:**

**GENERAL JOB STATEMENT:** Responsible for the completion of all hair and makeup effects as assigned. Assistant will help designer / supervisor the scheduling, construction, and maintenance of wig inventory. Assist performers in the execution of their pre-show looks as well as in post-show clean-up.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- In consultation with the designer, responsible for conducting appropriate portions of fittings and for participating in scheduling of fittings.
- Maintenance of workspaces, shared and individual, in addition to stock and materials storage areas.
- Responsible for meeting deadlines, including but not limited to, scheduled fittings, dress rehearsals and final completion of all assigned work.
- Responsible for organization and prep work prior to build and during the post-build period including, but not limited to, pulling and restocking, preparing orders and/or ordering supplies, preparing thorough documentation and/or providing information for each production.
- Purchase needed materials, supplies, and wigs needed for design as assigned by designer / supervisor.
- On-time completion of quality assigned work.
- Maintain a clean and safe work environment.
- **Any additional tasks as requested by the Hair & Makeup Designer / Supervisor or the PM.**

### **QUALIFICATIONS AND SKILLS:**

- Bachelor's Degree in Technical Theatre or related field / equivalent experience is preferred.
- Minimum 3 years' experience in technical theatre is preferred.
- Excellent communication and interpersonal skills.
- Strong organizational skills.