



## Hair & Makeup Artist – Job Description

**JOB TITLE:** Hair & Makeup Artist

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

**REPORTS TO:** Director of Production, Asst. Production Manager, Head of Costumes, Hair & Makeup Supervisor, Hair & Makeup Designer

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** N/A

**GENERAL JOB STATEMENT:** Responsible for the completion of all hair and makeup effects as assigned. Hair and Makeup Artist will help designer/supervisor in 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:**

- Under the supervision of the Hair & Makeup Supervisor, construct new wigs, style in-stock wigs, and prepare makeup looks for performers.
- Assist with wig & other hair pieces application before, and during performances.
- Assist with application of makeup on performers.
- Attend wig fittings and complete notes based on these 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, organized, and safe work environment.
- Any additional tasks as requested Director of Production, Asst. Production Manager, Head of Costumes, Hair & Makeup Supervisor, or Hair & Makeup Designer.

### **QUALIFICATIONS AND SKILLS:**

- 3 years' experience in hair/makeup methodologies and practices.
- Professionalism around performers in various states of dress.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.