



Hair & Makeup Supervisor – Job Description

JOB TITLE: Hair & Makeup Supervisor

ALTERNATE TITLES: Wig Technician, Makeup Artist

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

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: The Hair and Makeup Supervisor is responsible for leading the hair and makeup department in the completion of all hair and makeup effects as designed. Hair and Makeup Supervisor will help designer 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:

- Construct new wigs, style in-stock wigs, and prepare makeup looks for performers.
- Assist with wig and other hair piece applications before and during performances.
- Assist with makeup applications before and during performances.
- 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 work.
- 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.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as requested Director of Production, Asst. Production Manager, or Head of Costumes.

QUALIFICATIONS AND SKILLS:

- 3 years' experience in hair/makeup methodologies and practices
- Excellent communication and interpersonal skills.
- Strong organizational skills.
- Advanced makeup and wig making knowledge is a must.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.