



Asst. Head of Hair & Makeup– Job Description

JOB TITLE: Asst. Head of Hair & Makeup
ALTERNATE TITLES: Wig Technician, Makeup Artist
REPORTS TO: Head of Hair & Makeup
JOB TYPE: Seasonal, Salaried
SUPERVISES: Hair & Makeup Artists

GENERAL JOB STATEMENT: The Assistant Head of Hair and Makeup is responsible for assisting the Head in leading the hair and makeup department in completing all hair and makeup effects as designed.

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.
- Maintenance of shared and individual workspaces, stock, and materials storage areas.
- Responsible for meeting deadlines, including but not limited to scheduled fittings, dress rehearsals, and completion of all work.
- Organization and prep work before building and during the post-building 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 materials, supplies, and required wigs for design as assigned by the 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:

- 2 years of 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, collaboration, and interpersonal skills.
- Willingness to learn new techniques and methods in the given field.