



## Head of Hair & Makeup– Job Description

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

**GENERAL JOB STATEMENT:** The Head of Hair and Makeup is responsible for leading the hair and makeup department in completing all hair and makeup effects as designed. The Head of Hair and Makeup will help the designer schedule, construct, and maintain wig inventory. Assist performers in the execution of their pre-show looks as well as in post-show clean-up. This position will also be required to organize at least 1 one-hour department-specific educational workshop for the apprentice program.

### **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 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 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 materials, supplies, and wigs needed for design as assigned by the designer/supervisor.
- Organize at least 1 one-hour department-specific educational workshop for the apprentice program.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested Director of Production.

### **QUALIFICATIONS AND SKILLS:**

- 3 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.