

Assistant Head of Hair and Makeup - Job Description

JOB TITLE: Assistant Head of Hair & Makeup

ALTERNATE TITLES: Wig Technician, Makeup Artist

REPORTS TO: Head of Hair and Makeup, Director of Production, Asst. Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Makeup Artists.

GENERAL JOB STATEMENT: The Assistant Head of Hair and Makeup assists in leading the hair and makeup department in the completion of all hair and makeup effects as designed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Organize 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.
- Construct new wigs, style in-stock wigs, and prepare makeup looks for performers.
- Participate in wig fittings; complete notes following.
- Assist with wig and other hair piece applications before and during performances.
- Assist with makeup applications before and during performances.
- Maintenance of workspaces shared and individual, in addition to stock and materials storage areas.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Head of Hair and Makeup, Director of Production, or Asst. Production Manager

QUALIFICATIONS AND SKILLS:

- 3 years' experience in hair/makeup methodologies and practices
- Excellent communication and interpersonal skills.
- Strong organizational skills.
- Cosmetology license a plus, but not required
- 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.