

Hair and Makeup Artist – Job Description

JOB TITLE: Hair & Makeup Artist

ALTERNATE TITLES: Wig Technician, Makeup Artist

REPORTS TO: Head of Hair & Makeup, Director of Production

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 in the construction and maintenance of wig inventory. Assist performers in the execution of their pre-show looks, changes throughout the performance, and in post-show clean-up.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Head of Hair & Makeup, 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 applying 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.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Head of Hair & Makeup or Director of Production.

QUALIFICATIONS AND SKILLS:

- 3 years' experience in hair/makeup methodologies and practices.
- Cosmetology license a plus, but not required
- 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.