

Head of Hair and Makeup – Job Description

JOB TITLE: Head of Hair & Makeup

ALTERNATE TITLES: Lead Wig Technician, Lead Makeup Artist

REPORTS TO: Director of Production, Asst. Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Hair and Makeup, Hair and Makeup Artists.

GENERAL JOB STATEMENT: The Head of Hair and Makeup is responsible for leading the hair and makeup department in the completion of all hair and makeup effects as designed. The Head of Hair and Makeup will help the designer in execution of the desired looks of wigs and makeup for production.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for meeting deadlines and executing the designer and director's vision within budgetary and time constraints.
- Monitor the Hair and Makeup budgets for each production and supplies.
- Purchase materials and supplies as it pertains to the design and maintenance of hair and makeup application
- 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.
- Schedule and participate in wig fittings; delegate notes based on designers notes.
- 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 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.
- 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.