

Actor Theatre of Louisville
WIG & MAKEUP ASSISTANT (SEASONAL)
Posted 06/2017

Position: Wig & Makeup Assistant (Seasonal)
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: August 1, 2017
End Date: April 15, 2018

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of a Wig & Makeup Assistant (Seasonal).

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program, the Professional Training Company.

Actors Theatre is committed to increasing the diversity of its staff. Candidates who have experience working with a diverse range of colleagues, artists and students and who can contribute to the climate of inclusivity are encouraged to identify their experiences in these areas.

Costume Department Mission:

Actors Theatre of Louisville promotes four core values as a part of its artistic mission: Creativity, Collaboration, Engagement, and Excellence. The Costume Department embraces those ideas, and strives to realize the design possibilities set out by our ambitious production calendar.

Every member of this department is recognized as a valuable component in the realization of the Costume Designer and the Director's specific vision.

The Costume Department works towards the creation of a respectful environment wherein every artist- the work room staff, the wardrobe team, the hair and makeup artists, our Guest Designers and Actors- feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as people.

Summary of Position:

The Wig & Makeup Assistant assists in the altering and upkeep of wigs and hairpieces for all productions, runs Wig & Makeup tracks on assigned productions, and assists with the daily maintenance in the wig shop.

The Essential Functions include, but are not limited to, the following:

Essential Responsibilities:

Facility:

- Fosters a functioning, safe, and comfortable work environment for Costume Department staff, production personnel, and actors with an eye towards professionalism.
- Maintains a clean, organized, and efficient workspace.
- Ensures that equipment and supplies are properly maintained.
- Keeps informed about industry standards and new products.

Wig Fittings:

- Assists with wig fittings.
- Assists in ensuring that every performer is reasonably comfortable in their wig, hairpieces and/or makeup.
- Ensures that notes from each wig fitting and/or makeup session are accurately recorded and completed.

Production:

- Researches any period styles and techniques necessary to complete wigs or hairpieces and makeup applications.
- Assists in constructing, altering or purchasing wigs and hairpieces needed for each production.
- Assists in completing hairpieces and wigs accurately and on schedule.
- Ensures that hairpieces are cleaned in compliance with Equity guidelines, and maintained to the Designer and/or Wig and Makeup Supervisor's specifications.
- Assists in completing notes resulting from technical rehearsals.
- Runs Wig and/or Makeup tracks as requested for assigned productions, assisting with wardrobe changes as required, and attend every rehearsal and performance.

Post-production:

- Assists with all post-production cleaning and repair work on hairpieces prior to storage.

Other:

- Ensures that hair and makeup supply inventory is kept organized and properly stored.
- Provides hair and makeup support for other company departments, as assigned.
- Attends tech rehearsals as requested by the Costume Director or Wig and Makeup Supervisor.
- Attends weekly costume department meetings.
- Carries out other duties and responsibilities that may be assigned by the Costume Director or the Wig and Makeup Supervisor.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of hair and makeup history.
- Comprehensive knowledge of hair styling, cutting and wig-making skills.
- Excellent organizational and interpersonal skills.
- Ability to work both independently and as a team member to achieve assigned tasks, sometimes with limited supervision.
- Must be a highly motivated, proactive self-starter, with the ability to work in a team-focused environment.
- Ability to work in a fast-paced environment, with a variety of personalities, while maintaining a professional demeanor.
- Must be able to stand for extended periods of time and work in dark, quiet, or enclosed environments.
- Ability to lift and carry up to 30 pounds either independently or with assistance.
- Ability to climb ladders and stairs.
- Ability to walk, squat, crouch, and kneel.

Minimum Qualification:

- Associate degree in theatre or related field; or, comparable professional experience.
- Experience in ventilation of wigs and fronts; haircutting/barbering techniques; makeup design and application.
- Must successfully pass a background screening.
- Work a flexible schedule, including evenings and weekends.

Preferred Qualifications:

- Cosmetology certificate desirable.
- Experience running wardrobe and performing quick changes.
- Experience with prosthetic, stage and cosmetic makeup design and application.
- Experience in the operation and maintenance of wig shop equipment and tools.

Compensation:

Compensation will be competitive with similar positions throughout the region. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

To Apply:

Applicants interested in this position must email Cover Letter, Resume and Three (3) Professional References to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

cc: Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is committed to recruiting and fostering a diverse community of staff and students. Individuals from traditionally under-represented groups are encouraged to apply. AA/EOE

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