

Actors Theatre of Louisville
WIG SUPERVISOR (SEASONAL)
Posted October, 2018

Position: Wig Supervisor (Seasonal)
Reports To: Costume Director
Department: Costumes
FLSA: Exempt
Start Date: Open Until Filled
End Date: Sunday, April 14, 2019

About Actors Theatre of Louisville

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

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Costume Department Mission:

The Costume Department is composed of workroom staff, design assistants, a wardrobe team, wig artists, and a seasonal costume apprentice; we embrace this organization's core values and strive to realize the design possibilities set out by this our ambitious production calendar.

Every member of this department is recognized as a valuable team member that helps achieve a costume designer's specific vision. Emphasizing clear communication, teamwork, and specific expectations, the Costume Department is able to approach a wide-variety of theatrical challenges and deliver quality work.

The Costume Department is also committed to working towards the creation of a respectful environment wherein any person feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as theatre artists.

Summary of Position:

The Wig Supervisor will determine how to realize the design intentions for any hair and wig needs for every Mainstage, Holiday, and Humana production at Actors Theatre of Louisville; this position is then responsible for the realization and creation of those designs. They will work with the Wig Assistant to deliver those designs on schedule, and will then make sure those designs remain consistent and maintained throughout performances.

In addition to being responsible for managing the daily operations of the wig shop, this position may also be tasked with training additional wardrobe team members to facilitate any hair, wig, or stage makeup needs during performances.

The essential functions include, but are not limited to the following:

Essential Functions:

Production:

- Work with Costume Designers to analyze their designs and determine the best course of action for wigs or hair for each performer, taking into account any performer-specific hair needs.
- Research any period or contemporary styles and techniques necessary to complete wigs or hairpieces.
- Construct, alter, or purchase wigs/hairpieces needed for each production; ensuring that all wigs and hairpieces are completed accurately, as requested, and on time.
- Depending on the production, and performer-specific needs, work with local vendors to achieve desired hair needs and designs.
- Handle production- or performer-specific makeup needs that may include stage, beauty, corrective, or two-dimensional fantasy.
- Conduct wig fittings, hairstyling sessions, or makeup tutorials, document those sessions, and be able share that documentation with appropriate staff or artists.
- Attend any rehearsals (tech or otherwise) wherein wigs or specialty hair needs are being utilized.
- Ensure notes are completed during the production process, tech rehearsals, or other work calls.
- Ensure that wig and hairpieces are cleaned in compliance with Equity guidelines.
- Maintain the look of each wig or hairpiece throughout performances to achieve a consistent design.

Post-production:

- Ensure that post-production cleaning and repair work is completed on all wigs or hairpieces, and then properly restocked.
- Provide visual and written documentation of wig, hair, and any makeup needs for production archival purposes.

Personnel:

- Provide training to staff Wig Assistants, Wardrobe Assistants, and any additional over hire positions that may need to handle wigs or style hair during performances.
- Work with the Costume Director to determine weekly work schedules for any Wig staff members.
- Evaluate any Wig staff members' performances, according to Actors Theatre of Louisville practices, with the Costume Director.

Other:

- Foster a functioning, safe, and comfortable work environment for all staff, production personnel, actors, etc. with an eye towards professionalism and respect at all times.
- Attend weekly costume department meetings, in addition to any production meetings deemed necessary by the Costume Director.
- Record all expenses according to established Costume Department practices; submit receipts and invoices to the Costume Director in a timely manner for approval.
- Code company credit card expenses according to established Finance Department practices.
- Maintain inventory of hair and makeup supplies, with an eye towards cleanliness, organization, and proper storage.
- Ensure that any company-provided wig equipment, supplies, and spaces are properly maintained.
- Keep informed about industry standards and new products.
- Carry out other duties and responsibilities that may be assigned by the Costume Director.

Knowledge, Skills and Abilities:

- Proven knowledge of hair and wigs throughout history.
- Proven ability with- and knowledge of- wig making, hair styling, and hair cutting.
- Proficiency in the operation and maintenance of all equipment and tools used in hair styling, cutting, manipulation, and wig making.
- Experience with stage makeup, specifically corrective, beauty, or two-dimensional fantasy.
- Excellent organizational and interpersonal skills.
- Proven ability to supervise, lead, and mentor additional team members.

- Be a highly motivated, proactive self-starter, with the ability to work in and foster a team-focused environment.
- Ability to work in a fast-paced atmosphere, while maintaining a professional demeanor at all times.
- Ability to multi-task and manage multiple projects.
- Ability to stand for extended periods of time.
- 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 Qualifications:

- Associate degree, or comparable certification from an accredited program (such as Beautician Certification/License), with experience in wig making and styling.
- Minimum of 3 years of professional experience with wigs and hair styling.
- Proven experience with ventilation of wigs and fronts, facial hair construction, haircutting, barbering, hairstyling techniques for men and women, and wig maintenance.
- Experience working with and understanding the needs of a variety of hair types based on the diverse needs of performers cast.
- Must successfully pass a background screening.
- Maintain a valid driver's license.
- Must have personal mode of transportation.
- Work a flexible schedule that may include early mornings, evenings and weekends, frequently requiring over 40 hours of work during the workweek.

Preferred Qualifications:

- Prior wig and hair experience in a theatre setting.
- Cosmetology certificate or degree.
- Prior experience with budgeting, in terms of materials and labor.
- Proficient in Microsoft Office: Word, Excel, and Outlook.
- Visual documentation of previous wig, hair, and makeup work, and the ability to share that documentation during the application process.

Compensation:

Compensation for this position is \$795 per week. 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 for this position should email cover letter, resume, three (3) professional references, and a portfolio link to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

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

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.