

JOB DESCRIPTION

JOB TITLE: WIG AND HAIR RUN CREW

JOB SUMMARY: Applies wigs prior to performances, performs wig changes during the show, and performs maintenance on wigs and facial hair.

ESSENTIAL JOB DUTIES:

1. Applies and maintains all hair elements of the show to which they are assigned.
2. Performs necessary maintenance to all wigs and facial hair elements, including cleaning and restyling as needed.
3. Acts in concert with the wardrobe team to perform quick changes and set up change areas.
4. Provides guidance to actors regarding pin curl prep, being timely for wig calls, and proper handling of wig pieces.
5. Is present for all tech and dress rehearsals of shows to which they are assigned, taking notes and creating a cohesive run sheet.
6. Notifies Wig Room Supervisor immediately of any damage to hairpieces or show-related incidents/issues.
7. Participates in rotation of running productions & maintenance of wigs as assigned by Wig and Hair Supervisor. Resulting schedule will vary from week to week and include some 6 day weeks.
8. Executes hair/wig changes, including some quick changes as established through work with Wardrobe staff and Stage Management. There might be some assistance to wardrobe costume changed as needed but on a limited basis.
9. Understudies show tracks of other productions as assigned to cover other run crew and shows when necessary.
10. Acts as an essential member of a show team.
11. Performs work in a manner that supports OSF's Mission, Values & Vision and its commitment to diversity and inclusion.

OTHER JOB DUTIES:

1. May Provide show related haircuts and color for acting company members if holding current Oregon State Cosmetology License.
2. Attends Costume Shop & monthly hair room meetings
3. Assists in other projects as assigned by supervisor or Costume Shop Manager

RELATIONSHIPS:

Reports To: Wig and Hair Supervisor, Costume Shop Manager

Professional Working Relationships with: Actors and other run crew members, Wig and Hair Assistant, wardrobe crew members, stage management team

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)

Education & Work Experience: Must have backstage theatre experience and knowledge of theatre etiquette. Wig and hair experience necessary. A cosmetology license would be of significant

value. Ventilating experience helpful but not required. Must be able to participate in a positive way in groups and operate autonomously.

Machines, Tools, Equipment, Work Aids: Styling equipment, scissors, and general hair care and theatrical makeup products. Knowledge of proper handling, use and disposal of toxic materials a must.

Physical Ability: Must be able to sit and stand for long periods of time. Must be self motivated and interact with other departments and crew members in a professional and competent manner.

Other Ability: Ability to maintain a positive work atmosphere by behaving and communicating in a professional manner. Must have the ability to take direction & execute tasks efficiently & according to schedule; ability to work independently; ability to maintain a professional attitude when working in a fast paced environment; need for a flexible work schedule including evenings & weekends, generally a 6 day week; excellent problem solving skills; excellent rapport with actors.

Non-Exempt/Salaried

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