

JOB DESCRIPTION

JOB TITLE: WIG AND HAIR RUN CREW/AFRICAN AMERICAN/BLACK HAIR CARE SPECIALIST

JOB SUMMARY: Applies wigs prior to performances, performs wig changes during the show, and performs maintenance on wigs and facial hair; Acts as the principal hair care provider for OSF African American Acting Company members.

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. Executes show related hair care services for OSF African American acting company members as regulated by current AEA agreement. This includes but is not limited to haircuts (precision and clipper cuts on processed and natural hair), conditioning and scalp treatments, color services (natural rinses, highlights and lowlights), chemical relaxers, weaves, extensions, braids, locks and twists, blow-outs, roller sets, press and curl and thermal hair straightening.
4. Shares the workload on haircuts, color and other hair care services for all acting company members as regulated by current AEA agreement as assigned and dependant on skills.
5. As a run crew member acts in concert with the wardrobe team to perform quick changes and set up change areas.
6. Provides guidance to actors regarding pin curl prep, being timely for wig calls, and proper handling of wig pieces.
7. Is present for all tech and dress rehearsals of shows to which they are assigned, taking notes and creating a cohesive run sheet.
8. Notifies Wig Room Supervisor immediately of any damage to hairpieces or show-related incidents/issues.
9. 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.
10. Executes wig/hair changes, including some quick changes as established through work with Wardrobe staff and Stage Management. There might be some assistance to wardrobe costume changes as needed but on a limited basis.
11. Understudies show tracks of other productions as assigned to cover other run crew and shows when necessary.
12. Acts as an essential member of a show team.
13. Performs work in a manner that supports OSF's Mission, Values & vision and its commitment to diversity and inclusion.

OTHER JOB DUTIES:

1. Attends Costume Shop & monthly wig room meetings

2. Assists in other projects as assigned by supervisor or Costume Department Manager

RELATIONSHIPS:

Reports To: Wig and Hair Supervisor, Costume Department Manager

Professional Working Relationships with: Wig and Hair Masters, Wardrobe Crew members, Actors, Stage Operations Crew members, and Stage Management teams.

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

Required Certification or Licensing; Current Oregon State Cosmetology License;

Education & Work Experience: Must be proficient in African American Hair care and styling; must have backstage theatre experience and knowledge of theatre etiquette. Wig and hair experience necessary. 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. Job requires continuous and repetitive use of hands and wrists, for fine gripping and forceful gripping. Must be able to climb stairs.

Other Ability: Ability to maintain a positive work atmosphere by behaving and communicating in a professional manner. Must be self motivated and interact with other departments and crew members in a professional and competent 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 work week; excellent problem solving skills; excellent rapport with actors.

Non-Exempt/Salaried

10/12