JOB DESCRIPTION

JOB TITLE: WIG AND HAIR ASSISTANT

JOB SUMMARY: Assists Wig Room Supervisor with planning and implementation of ongoing departmental operations and is primarily responsible for organizing and overseeing day-to-day tasks to be completed by staff. The Assistant helps to implement the artistic and administrative decisions made by the department manager and must apply artistic expertise, along with practical knowledge/experience in order to support the artistic vision of the designers. When necessary assumes the responsibilities of supervisor.

ESSENTIAL JOB DUTIES:

- 1. With Supervisor develops season schedule and show assignments.
- 2. Working with wig and hair room team members monitors supply needs; places orders for supplies, wigs and other products needed for efficient completion of the workload;
- 3. Assist with facilitation of various administrative logistics for the Wig and Hair Department; including but not limited to; ordering supplies, distributing and organizing necessary information for running performances, preparing documentation for historical reference.
- 4. Acts as the primary liaison with the costume department office administrator in all areas of budgeting which includes credit card reconciliation, purchase orders and petty cash spending.
- 5. With the costume department office administrator tracks and inventories all wig room stock and supplies.
- 6. Schedules and assigns show related acting company haircuts and other services to appropriate licensed wig room staff.
- 7. Works with Supervisor with oversight and maintenance integrity of shows throughout the season.
- 8. Acts as a mentor to hair and wig run crew members in application and removal of wigs and basic maintenance techniques.
- 9. Run shows as assigned; number of shows may vary, dependent upon the needs of the season's performance schedule.
- 10. Participates in rotation of understudying and possibly running productions along with maintenance of wigs as assigned by Wig and Hair Supervisor. Resulting schedule will vary from week to week and include some 6 day weeks.
- 11. Performs necessary maintenance to all wigs and facial hair elements, including cleaning and restyling on productions as assigned.
- 12. When assigned shows, is present for all technical and dress rehearsals
- 13. 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.
- 14. Acts as an essential member of a show team.
- 15. Perform work in a manner that supports OSF's Mission, Values & Vision and its commitment to diversity and inclusion.

OTHER JOB DUTIES:

- 1. Assumes Supervisor responsibilities when Supervisor is not available
- 2. May be asked to take ventilating projects when assigned.
- 3. Attends Costume Shop & monthly Wig room meetings
- 4. Assists in other projects as assigned by supervisor or Costume Department Manager

RELATIONSHIPS:

Reports To: Wig and Hair Supervisor, Costume Department Manager

Supervises: Wig and Hair Room Staff

Professional Working Relationships with: Actors, Wig and Hair Staff, Stage Crew, Wardrobe Supervisors and wardrobe run crews, Guest Costume Designers, Costume Design Assistants, Costume Department Office Administrator, Stage Managers and Assistant Stage Managers.

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position) Education & Work Experience: Must have three to five years of working in theatrical wig departments. Experience may be either through formal education or professional theatre experience. Must have a working knowledge of wig construction, facial hair construction; understanding of hairstyles, hair textures and knowledge of makeup including stage, street and specialty. Hair care product knowledge and basic accounting skills necessary.

Machines, Tools, Equipment, Work Aids: General hair care and theatrical makeup products. Ventilation tools, styling equipment, scissors, dyes, permanent wave solutions, and Knowledge of proper handling, use and disposal of toxic materials. Computer skills including Micro Soft Office Suite necessary. Accounting knowledge a plus.

Physical Ability: Must be able to sit and stand for long periods of time. Job requires frequent repetitive use of hands and wrists, for fine gripping and keyboard use.

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; Must be self motivated and interact with other departments and crew members in a professional and competent manner; 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 9/12