



JOB DESCRIPTION: WIGS/WARDROBE SWING

Revised as of: 4/29/2024

Job Title: Wigs/Wardrobe Swing

Reports To: Costume Shop Manager, Lead Wig Stylist, Wardrobe Supervisor

Department: Production/Costumes

FLSA Classification: Seasonal Non-Exempt

Rate: \$17-\$19/hour based on experience

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function:

The Wigs/Wardrobe Swing is responsible for assisting in the care, management, maintenance, and organization of costumes, hairstyles, wigs, and makeup as well as developing and running wig and wardrobe tracks for assigned productions. This position assists with dressing and hands on assistance of actors in the dressing rooms and backstage.

Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations.

Candidates do not need to be union to apply.

Principle Duties and Responsibilities:

General

- Learn and run backstage wig and wardrobe tracks.
- Attend and participate in all technical rehearsals, crew calls, technical notes and performances as assigned.
- Notate performance track and communicate responsibilities to Costume Shop Manager for coverage purposes.
- Maintain a clean and safe workspace.
- Other duties as assigned by the Costume Shop Manager.

Wigs

- Pulls, alters, or manufactures all wigs, hair styles and facial hair as designed by the Costume Designer and/or Wig Designer.
- Facilitates or performs haircuts needed on specific productions.
- Maintains the wig/hair stock in an organized and accessible way.
- Works with the Costume Designer to create any specialty make-up for specific productions.
- Assists a crew of wig stylists in restyling, and day to day maintenance as necessary.
- Orders hair and specialty make-up supplies as necessary.



- Assists with performers' tattoo cover up as necessary
- Executes a hair maintenance schedule for wig washing, re-sets, and maintenance haircuts.

Wardrobe

- Complete all assigned dressing and quick changes in a safe, accurate and timely manner during rehearsals and performances.
- Inspect assigned costume elements prior to each performance and check for needed repairs.
- Participate in load-in and strike of costume elements.
- Assist in the maintenance of assigned costume elements including laundry and repair work.
- Perform emergency costume repairs during a production.
- Ensure proper placement of costume pieces prior to performances.
- Assist Wardrobe Supervisor with monitoring dressing rooms/actor needs during preshow, intermission, and post-performance time periods.
- When requested, assist with the maintenance and laundry of the costumes for Goodspeed Opera House and Norma Terris Theatre productions.

Required Qualifications & Skills: Be able to teach make-up techniques to actors as necessary; Demonstrate proficiency with prosthetic make-up techniques. Able to provide assistance with the execution of wig prep. General knowledge of wig maintenance and application. Experience working backstage with costumes. Knowledgeable about a variety of hand sewing techniques. Able to follow directions and problem solve; Able to repeatedly climb four flights of stairs while carrying 40 pounds; Able to stand up 4-6 hours during tech rehearsal, show run and all performances; Able to work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills:

- Cosmetology license is helpful
- Demonstrate experience in ventilating human hair
- Be able to cut and style a variety of hair types and textures
- Be able to administer a variety of chemical hair processes including, but not limited to: coloring, bleaching and permanent waves
- Demonstrate experience in theatrical stage make-up techniques
- Experience with domestic and industrial sewing machines and sergers
- Experience in garment construction
- Good organizational skills
- Good interpersonal and communication skills
- Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge
- Valid driver's license with safe driving record.