

JOB DESCRIPTION: HAIR & WIG STYLIST

Rev: 02/2020

Job Title: Hair & Wig Stylist

Reports To: Hair Department Supervisor (HDS) and Hair & Wig Supervisor (HWS)

Department: Production/Wigs

FLSA Classification: Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

Rate: \$15.00 per hour, time and a half over 40

General Statement of Job Function: The Hair & Wig Stylist is responsible for assisting in the care, management, maintenance, and organization of hairstyles, wigs, and makeup as well as developing and running wig tracks for assigned productions.

Principle Duties and Responsibilities:

- Complete all assigned tasks by HDS, HWS, and stage management in an efficient, safe and timely manner while maintaining the integrity of Designer's vision.
- Work with HWS and Hair & Wig Designer to complete assigned styles as specified by the Wig Designer within time and budget constraints.
- Assist in the construction and styling of wigs.
- Assist in the maintenance, style and upkeep of wigs and hair throughout the run of assigned productions.
- Assist with fitting actors for wigs and facial hair.
- Keep inventory and stock actors' supplies with appropriate materials, and work with HDS to acquire/restock when necessary.
- With HDS, instruct actors on makeup application appropriate to their character.
- Attend and participate in all technical rehearsals, crew calls, technical notes and performances as assigned.
- Provide assistance to other departments during the run of a production that includes, but not limited to, assisting with wardrobe changes or prop handoffs.
- Assist with the load-in and strike of all wig, hair & make up elements.

Other Duties and Responsibilities:

- Assist with shop work as necessary, including maintenance or creation of elements for a production and occasional cleaning and restocking.
- Assist the Costume Rental Collection with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- Maintain a clean and safe workspace.
- Other duties as assigned.

Required Qualifications & Skills: Working knowledge of wig making, ventilating and styling; Experience running hair and makeup tracks; Excellent verbal, written, and interpersonal communication skills; High level of organizational skills; Ability to work in a team or solo; Willingness and ability to work under severe time deadlines; Able to repeatedly climb four flights of stairs while carrying 25 pounds and work long hours during heavy build and tech

periods; Able to stand up for 4-6 hours during tech rehearsal, show run and all performances; Availability nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills: Cosmetology license; Familiarity with period styles; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Ability to troubleshoot problems in a calm and efficient manner under pressure;

Employee Acknowledgement / Date

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