



## **JOB DESCRIPTION: WIGS/WARDROBE SWING**

Rev 12/2024

**Job Title:** Wigs/Wardrobe Swing

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

**Department:** Production/Costumes

**FLSA Classification:** Seasonal Non-Exempt

**Rate:** \$19/hour, plus time and a half over 40 hours, with housing (utilities included)

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have a diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

*Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement between IA and Goodspeed is reached. It is 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.*

**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.

### **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, safe, respectful, and collaborative work environment.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, skills, and knowledge cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.
- 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
- Execute 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
- Valid driver's license with safe driving record.