

TheatreWorks

S I L I C O N V A L L E Y

THEATREWORKS WIG ASSISTANT—Part-time, hourly

Summary:

The Wig Assistant is responsible for the overall maintenance of the wigs and hairpieces during TW productions. They shall maintain the integrity of the wig and hair design throughout the run of the production according to the standards and methods set by the Wigmaster. On the larger shows, they will also function as the Wig Crew lead, assisting actors with the application and removal of all wigs, facial hair and makeup. They may assist the Wigmaster in documenting and updating pre-show and run of show paperwork as well as taking photographs of the actors in their character looks for the show bible. They shall participate in the inventorying, upkeep and maintenance of the wig, hair and makeup supplies during the production run.

Responsibilities include:

Running and maintenance of the wigs, hair and makeup during the production from load-in until the closing and load-out. Assist Wigmaster and Wardrobe Manager in creating and updating wig running crew paperwork to assure that all actor hair and makeup needs are met. Attend Designer Runs and other pertinent pre-dress rehearsal meetings as assigned by Wigmaster or Wardrobe Manager. When functioning as Wig Running Crew, completes pre-show and post-show duties including: application and removal of wigs and facial hair, styling actors hair and specialty makeup application. Work with Wigmaster, Wardrobe Manager and Stage Management to schedule wig calls for performers during the tech, tech/ preview and performance period. Work with the Sound Department to incorporate any microphone placement into the Wig design. Maintain all wigs and facial hair elements as assigned, including cleaning, blocking and restyling as needed. Notifies Wigmaster immediately of any damage to wigs or show-related incidents and issues.

Qualifications include:

Education and/or significant high level, hands on professional experience (minimum one year) with an emphasis on wig & make-up and theater, experience with styling and maintaining all types of wigs and facial hair. Familiarity with hygiene and sanitation techniques related to make-up, wigs, and hair. Familiarity with period and historical hairstyles and makeup. Excellent work ethic including, but not limited to: time management, self-motivation, diplomacy, and interpersonal and collaborative

communication skills. Desirable skills include: cosmetology license--ability to do a variety of men's haircuts, Experience with prosthetic application and painting, ventilating, wig fronting and wig making experience.

Working Conditions:

- Must be able to sit and stand for long periods of time. Job at times requires continuous and repetitive use of hands and wrists, for fine gripping and forceful gripping.
- Ability to reach above head, lift up to 15 pounds and repeatedly ascend and descend stairs is essential.
- Work irregular hours, evening hours, long hours and weekend as required

To Apply:

This position is Part-time Hourly, with dates to be contracted for the season--suitable to the hair needs per show. Please send cover letter and resume, including references, to Jill Bowers, jbowers@theatreworks.org

TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.