

# TheatreWorks

## SILICON VALLEY

### **THEATREWORKS WIGMASTER—part-time seasonal contractor**

#### **Summary:**

This key member of the Costume department should be a theatre specialist who creates wig and hairstyles and oversees specialty makeup for productions within the guidelines set by the Costume Director to the specifications each show's Costume Designer.

**Responsibilities Include:** Working directly with Costume Director and Costume Designers to establish priorities and keep expenditures within predetermined time, labor and budget constraints based on approved final designs. Pulls, rents, purchases, modifies, styles all wigs, hair pieces and facial hair as designed by the Costume Designer. Coordinates fittings, orders hair and specialty supplies, tracks expenditures against budgets with Costume Director. Work with designers to create specialty makeup and/or special effects when required. Supervise and train Wig Assistant and dresser crews to perform quick-changes, maintain styles during the run of the show. If licensed cosmetologist, do haircuts and trims as needed. Coordinate with Wardrobe Manager to create a hair maintenance schedule for wig washing, re-sets, and maintenance haircuts during the run of show.

**Qualifications Required:** Bachelors or Associates degree in theatre arts or certificate in specialty wig training, solid understanding of period hair styling and makeup fashions, minimum 3 years' experience in theatrical wigs, hair, makeup. Ability to organize and communicate information clearly, both verbally and in writing, excellent work ethic including but not limited to: time management, self motivation, diplomacy, and interpersonal and collaborative communication skills.

**Additional skills preferred:** Cosmetology license is desirable, familiarity with hygiene and sanitation techniques related to hair, wigs and makeup. Demonstrated experience in theatrical stage make-up techniques, ability to teach make-up techniques to actors and crew as necessary, experience in ventilating human hair—fronts, facial hair pieces is desirable. (Also Desirable:) Proficiency in cutting and styling a variety of hair types for wigs, hair pieces, demonstrated ability in prosthetic make-up techniques. Familiarity with a variety of chemical hair processes for wigs including coloring, bleaching and permanent waves, are desirable.

- Wig Master responsibilities require working irregular hours, including evenings, weekends and some long hours during tech rehearsals.
- Driver's license, transportation required, often need to travel locally between costume shop/ rehearsal studio and performance venues.
- 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.
- Attendance at meetings with designer, at least one designer run-through, most technical/dress rehearsals (some are late nights) is required; design presentation/meetings, previews as needed.

Union membership is not required for work with TheatreWorks. This position is Part-time, Year-round, paid as a 1099 contractor, rates commensurate with experience.

Send cover letter, resume and references to Jill Bowers, [jbowers@theatreworks.org](mailto: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.