



JOB DESCRIPTION

BOOK OF DUST: Wigs, Hair & Makeup Manager

Salary: Dependant on experience
Terms: Fixed Term Contract ending 19 February 2022
Hours: 46 hours average working week over 6 days Monday-Saturday

Holiday: Calculated pro rata
Reports to: Head of Costume, Wardrobe Manager
Responsible for: Show running manager for Wigs, Hair and Makeup.

Location: Bridge Theatre, 3 Potters Fields Park, SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

In 2020, we produced a new series of Alan Bennett's Talking Heads for BBC One. A new theatre in King's Cross is currently in development.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including A German Life, a one-woman show starring Maggie Smith, and A Midsummer Night's Dream, an immersive reimagining of Shakespeare's classic. My Name is Lucy Barton, performed by Laura Linney, opened on Broadway in January 2020.



ABOUT THIS ROLE

Your main responsibility is establishing and managing a first class Wigs, Hair and Makeup department (WHAM) for the Production.

This role sits within the Show Running team overseen by Head of Costume (Bridge Theatre) and the incoming WHAM Design Supervisor/Studio

You will be expected to work collaboratively with the Costume & Wardrobe team, as well as cast & company, to help achieve an efficient and smoothly running backstage environment.

DUTIES AND RESPONSIBILITIES

- You will work closely with the WHAM Design Supervisor who will hand over the running of the show and care of all established designs, by Press Night.
- You will be responsible for setting up & managing hair & wigs calls, according to the requirements of the show, in conjunction with the CSM/SM & Costume/ Sound teams. This includes management of understudies as well as show running.
- You will be responsible for allocating & managing supplies and completing stock takes, of chemicals, makeup & other relevant products, as well as sourcing replacements, on time and within an agreed budget.
- You will manage and approve cast haircuts, barbering and personal care requirements as designed & established at the start of the production period. At the end of the run, post the final performance, you will help facilitate & book any 'return to original hair' or hair care appointments.
- You will be expected to manage a WHAM running budget including handling cash and receipts. You will be supported in this process by weekly meetings/ check ins and be trained to use in house systems to process your petty cash receipts.
- You should expect to become quickly familiar with the stock, hired or made wigs/ pieces/ facials and repair any damage or wear & tear, as well as the regular & daily cleaning, setting and maintenance.
- You will be responsible for declaring any damage, issues and potential costs incurred to the Head of Costume so that solutions and resolutions can be agreed upon from the Bridge Theatre so that we maintain good relationships with our Studios and suppliers.
- You should expect to work on the day-to-day show running including pre-Sets and checks before each performance. You will be responsible for the appropriate WHAM articles being in the right place at the right time for each performance.

- You will be expected to be responsible for the safe and appropriate use & storage of Chemicals & flammable products in line with COSHH regulations.

Pre -Tech Preparation Days

Where possible you should be present for the Wigs fittings and help dressing the Wigs in the rehearsal/ pre- tech period. This will be in conjunction with the Design Supervisor for the production.

You will be required to attend prep days the week before tech, to familiarise yourself with the technical & practical aspects of the Show, the designs and the working environment.

You are responsible for setting up the Wigs Room, equipment & kits for dressing rooms, and setting up backstage areas, working out entrances & exits for the plot; labelling blocks and wigs; working out how to execute the actual changes efficiently & to time, alongside any other preparatory tasks & planning.

- As part of this preparation, you can expect to watch a rehearsal room run, which will be at a venue away from the theatre.
- The setting up and work on the plot & backstage areas can be done in part in collaboration, as decided mutually, with the Wardrobe Manager.

Technical Rehearsals

During the tech period, you will be asked to focus on show plots, problem solving, and practical WHAM management.

You should expect to adapt to new information regarding changes, entrances & exits for the plot, and working out how to execute the actual changes efficiently & to time.

This can often include off stage timed quick change practice with actors – you will be supported in this by members of the Wardrobe team as decided mutually.

Performances

Once we are into the show running period, post- Press Night, the hours will be expected to be reduced and you should establish a weekly rota for yourself and other members of the team as necessary. This should be adhered to as much as possible.

It is expected that you will participate helpfully & collaboratively with your colleagues. Sometimes this will mean changes to your established plot -This can occur especially in the case of Understudy performers going on.

Paperwork

- You will be asked to type up comprehensive show notes and a plot within the first week of performances. This is to be kept up to date and include understudy plots.
- If there are understudies in the cast, you will be responsible for creating a plot which is workable should an understudy be sent on stage. This will be in conjunction with the

Understudy rehearsal period and Previews, with the input of the WHAM Design Supervisor.

- Throughout the course of the run, and by the end of the penultimate week, you will be required to create a SHOW BIBLE with photos and setting/ dressing notes for WHAM and any other special effects.

Line Management

You will be expected to manage any additional staff within your team, which will be supported through the HOD/CSM, via regular meetings/Check in's.

This will mean establishing workloads, managing hours and routines, rotas and teaching established show plots.

Person Specification

All candidates must have professional theatre experience, with specialist training & experience in Wigs Hair & Makeup

Essential

- A keen eye for detail
- Experience and a proven record with period wigs styling, care & maintenance
- Proven skills working with a wide variety of company members
- Confident in taking initiative and working independently
- Ability to work in a focused & organised manner
- Excellent communication skills
- A positive and solution-oriented attitude
- Ability to work well within a team, in a fast-paced environment
- Calm under pressure and resilient in meeting new challenges
- Punctual and reliable

TO APPLY

Please email recruitment@londontheatrecompany.co.uk with a copy of your up to date CV in either **PDF or word document format** as well as a covering letter detailing why you are interested in the role.

Please identify which role you are applying for in the subject line of your email.

We also ask that you complete an [Equal Opportunities Monitoring Form](#) either via this link or via our website.

Deadline for applications: **Monday 27 September 2021 12pm**



Interviews will most likely take place week commencing **w/c 27 September 2021** with first round interviews likely taking place over video call before being invited onto site for a 2nd round.

This role has a start date of either **14 November 2021**

Fixed term contract end date is **19 February 2022**

For more information, please visit www.bridgetheatre.co.uk or email recruitment@londontheatrecompany.co.uk

If you have any queries, please contact recruitment@londontheatrecompany.co.uk

We are an equal opportunities employer and value diversity. We encourage applicants from all backgrounds and different experiences.