



MATT AUGUST

KASSER FAMILY
ARTISTIC DIRECTOR

GERI WRIGHT

EXECUTIVE DIRECTOR

Wig and Make-up Supervisor

Full-time seasonal (non-exempt)

Salary: \$18/hour

Reports to Costume Director

Tucson based

Updated July 2024

Arizona Theatre Company is the state's only LORT theatre, as well as the only LORT theatre in the country that produces in two cities- Tucson and Phoenix Metropolitan Area. Under the leadership of Executive Director Geri Wright and Kasser Family Artistic Director Matt August, ATC produces 5-6 mainstage shows, various workshops and galas each year. Shows are built, rehearsed, and opened in Tucson at the Temple of Music and Art, and then move to the Phoenix Metro Area at our new home at the Tempe Center for the Arts.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply.

Overview

The Wig and Make-up Supervisor is responsible for the execution of all wig/hair styles, facial hair, and specialty makeup as designed by the Costume Designer or Wig and Make up Designer. They also ensure the maintenance of all wig/hair pieces for the duration of each ATC production in both Tucson and remotely in Phoenix/Tempe. This position is based in Tucson, AZ.

Essential Functions

- Creates and executes the wig, facial hair, and specialty makeup designs (including prosthetics & SFX) as designed by the Costume Designer or Wig and Make up Designer.
- Meets with the Costume Designer or Wig and Make up Designer to determine hair/specialty make-up needs for each production, providing research as needed.
- Ensures proper maintenance of wig/hair pieces throughout the run, either by completing the maintenance themselves or training the wardrobe crew, depending on schedules.
- Ensure each of ATC's productions transfer to Phoenix efficiently while maintaining the artistic integrity of the show.
- Purchase supplies, materials, and product (both general stock and show/project-specific) as needed and reconcile all applicable receipts in a timely manner including coding into Visa Clarity and recording in shared budget tracking documents.
- Conduct hair/wig, and prosthetic/SFX make up fittings with performers and make alterations as needed.
- Generate a wig & make up bible for each production and train wardrobe crew on maintenance/application as needed.
- Attend tech/dress rehearsals, previews and note session, as needed.
- Maintain the Wig Room and all hair and makeup equipment.
- On large shows and musicals, run a wig/dressing track as assigned by the Costume Director if needed.

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ATC.ORG

Essential Functions (continued)

- Execute (if licensed) haircuts, styling & color services, or (if not licensed) assist in the coordination of haircuts, styling & color services with the Costume Director and Stage Management.
- Instruct/train performers on hair prep for proper fit of wig, specialty makeup application and any hair styling techniques required by the production.
- Other duties as assigned by supervisor.

Qualifications

- Demonstrated proficiency in styling both human hair & synthetic wigs with a variety of textures, as well as performers own hair.
- Demonstrated proficiency in wig and facial hair construction including ventilating and fronting.
- Demonstrated proficiency in stage make up applications for a variety of skin tones and types.
- Knowledge of both historical and contemporary hair/hairstyle and make up trends.
- Knowledge of specialty make up applications & processes including prosthetics.
- Knowledge and experience with MS Office applications (or equivalent) and cloud sharing
- Basic math and accounting skills.
- Ability to work inclusively, and communicate about people, body types, hair types, skin tones, and genders with neutral/positive language.

Preferred Skills

- Effective communicator and collaborator with costume shop staff including over hire, designers, directors, performers and wardrobe staff.
- Able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrated problem solving skills
- Cosmetology license in the state of Arizona or ability to acquire an AZ license.

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 25 pounds.
- Available to work nights and weekends. Work days could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies required based on production schedules.

HOW TO APPLY: Please send a resume and a cover letter with references to Jamie Lara at productionjobs@atc.org. Please put "Hair & Make-Up Supervisor" in the subject line.