

Hair and Makeup Lead

General Responsibilities:

- Work with the Wardrobe Supervisor to create a call schedule for Wardrobe, Wigs, and Makeup crews.
 - Consult the Costume Shop Supervisor and the Stage Manager before finalizing this schedule.
- Complete at least **4 hours** of work in the costume shop.
 - First-time crew members must attend a costume shop training session before working in the shop
 - It is expected that you complete all shop hours before Opening Night.
- Prior to the first dress rehearsal work with the costume designer and shop manager to create Wigs and Makeup quick-change paperwork if necessary.
- Coordinate and attend hair and makeup trials if necessary.

Crew Watch:

- Check in with the costume designer and shop manager for notes, things to look out for, etc.
- Time actor entrances and exits as needed for wig and makeup changes.

Dress Rehearsal:

- You must attend all dress rehearsals and performances.
- Prior to first dress, discuss quick-change areas with the designer, stage manager, and the technical director as necessary.
- Work with the Wardrobe crew to coordinate quick-changes that involve wigs and makeup.
- You are responsible for restoring and making repairs to wigs during the run.

Pre-Performance:

- Go over any notes from the previous performance with the Wardrobe crew members.
- Prepare and put all wigs on actors
- Assist any actors that are having difficulty with their wig prep and makeup application.
- Pre-set wigs and makeup backstage and prepare quick-changes as needed.

Post-Performance:

- Sanitize all wigs as needed.
- Clean and block all lace front wigs.
- Perform any restorative maintenance on wigs as needed.
- Clean up the dressing rooms and green room which includes:
 - Clean up spilled make-up, throwing away trash, wiping up any spills.
 - Tidy any loose wig pins, pearl pins, bobby pins, and lemonhead pins
 - Place wig blocks at the correct actors' station
- Make sure all lights are off and doors are closed before leaving for the night.

Strike:

- During strike, you are responsible for washing and resetting all wigs used in the production, as needed.

Hair and Makeup Lead

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

☐ I am in the THEA 104 class.

☐ I am in an Independent study class. The class name is _____

☐ I am a BFA Tech major.

☐ I am a BFA Performance major.

☐ I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 class to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____