

Wigs and Makeup Shop Manager

Dates of Employment: Approximately May 29 – August 2, 2019

Reports To: Wigs & Makeup Designer, Director of Production

Supports: Wigs & Makeup Department, Janiec Opera Company

Summary

The Wigs & Makeup Shop Manager helps facilitate a positive and enjoyable Wigs & Makeup Shop environment. The Wigs & Makeup Shop Manager offers direct exposure to the build and altering for upcoming productions. The manager will have the build professional relationships, construct portfolio pieces and gain professional experience in theatrical construction, craftwork, styling, ventilation and wig maintenance. They will oversee the safe and effective running of the shop and all shows. Holistic effective communication and dissemination of information is essential to the successful execution of this position.

Duties and Responsibilities

- Maintain a clean, organized, and productive Wig & Makeup shop.
- Participate in and supervise all Wig and Makeup work that happens in-house at the direction of the Wig and Makeup Designer,
- Supervise Apprentices and work study students as they work in the Wig & Makeup Shop.
- Collaborate with the Wig/Make-up designer for all shows.
- Under the direction of the Wig & Makeup Designer, help budget, pull, create, borrow and rent all Wigs for the season, featuring 3 Mainstage operas: *Susannah, Romeo and Juliet, and Die Fledermaus.*
- Assist Wig & Makeup Designer however they see fit.
- Train and equip the Wig & Makeup Apprentices with knowledge and skills associated with theatrical Wig construction and Makeup techniques.
- Maintain the integrity of the Wig & Makeup Design and ensure excellence and quality of work.
- Fit the Wigs to the actors as assigned.
- Manage the organization and work of the Wig & Makeup Shop.
- Working with the Wig & Makeup Designer, maintain budget given by Production Manager.
- Run Wig & Makeup shop.
- Conduct all Wig fittings.
- Update inventory.

- Attend all production meetings and extra meetings with Designer and/or Director as needed.
- Turn in department receipts.
- Turn in weekly schedules for department.
- Attend all load- ins and outs.
- Run shows as required.
- Other duties as assigned by supervisor.
- Supervised by the Wig & Makeup Designer, Assistant Production Managers, and Director of Production.

Qualifications

- Strong communication skills.
- Highly motivated.
- Good attitude and work ethic.
- Willingness to take ownership of your position and not blame other staff members or outside circumstances for your degree of success on individual tasks and on your position as a whole.
- Able to take instruction and feedback from supervisors and use it to improve your job performance.

Requirements and Compensation

- Complete satisfactory background check
- Must have valid state driver's license and possess a clean driving record
- The Wigs & Makeup Shop Manager includes a season stipend paid bi-weekly, full board, and on-campus housing

Review of applications will begin on **January 1, 2019** and continue until the position is filled. Applications are made through email only. Interested parties should send a cover letter, resume and references to:

Andrea Boccanfuso

Director of Production

Brevard Music Center

aboccanfuso@brevardmusic.org

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