



Wigs, Hair & Make-Up Assistant Job Description

Position: Wigs, Hair & Make-Up Assistant

Location: Emerald Theatre, 8 Embankment, London

Reports to: Head of WH&M

Salary: Above UKT/BECTU minima

Contract: Fixed Term; 9 performances within a 6 day working week, plus maintenance and understudy calls. 3 performances Saturday, 2 performances Sunday. No performance on Tuesday. Evening and weekend work will be required.

Start date: May 2025

Personal Attributes: A strong sense of self-awareness, integrity, confidentiality, empathy, the ability to collaborate effectively in a team or work independently, attention to detail, excellent communication and organizational skills, a flexible attitude towards working unsociable hours, a positive mindset, and a good sense of humour.

Your responsibilities may include but will not be limited to:

- Under the supervision of your Head of Department, maintenance and styling of all Wigs, Hair and Make-Up in the show for performances, press/marketing photography and press/marketing performances, ensuring the Designer's original specification and look of the production is maintained.
- Working alongside your team, the Company Manager, creative team members, all company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show.
- Attending all fittings, rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required by your Head of Department or the Company Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance.
- Assisting with the preparation, cleaning and maintenance of all Wigs, Make-Up and equipment required by your department, including checks prior to each performance, as requested by your Head of Department.
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide cover for other members of your department as required.
- Deputising for the Deputy Head of Department in their absence, if requested.
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any.
- Assisting your Head of Department in compiling and keeping updated cue sheets and other relevant show paperwork including the WH&M show running bible, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date.

- Complying with the Manager's Health and Safety and other policies at all times.
- Such other services as are customarily provided by a Wigs, Hair & Make-Up Assistant in relation to the production of a first-class production.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Creative Team, Head of WH&M, WH&M Supervisor, Company Manager, Production Manager, General Managers or Producers from time to time.

To apply: please send a CV and a short covering letter to Emily Connor (no more than one page) outlining your suitability for the role to emily@mpsilttd.com with the role you are applying for and your name in the subject line by:

5pm on Tuesday 11th March 2025.

Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces equality, diversity, and inclusion across all departments and particularly welcome and encourage applications from those currently underrepresented in our workforce.