

Wig and Makeup Supervisor

Length of Engagement: July 1- May 31

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Costume Shop Manager, this part time seasonal position serves as a key member of the production team. The Wig and Makeup Supervisor is responsible for coordinating and constructing hairstyles, wigs, and makeup for assigned productions in accordance with the Designer specifications. This position assists the Wig Designer in pre-production build, and is responsible for the maintenance of wigs, hairpieces, hairstyles, and makeup for Arvada Center productions and events. The Wig and Makeup Supervisor will assist during the production run and with post-production responsibilities, including the cleaning and restocking of wigs, and wig materials.

Responsibilities

- Oversees/Assists construction and styling of designs with shop personnel
- In consultation with the designer, responsible for conducting appropriate portions of fittings and for participating in scheduling of fittings
- Maintain notes for productions including: diagrams of roller sets, pictorial references for each wig and hairpiece, and organized charts for wig dressing needs and makeup/special effects
- Responsible for overseeing all set up, run and maintenance of wigs and makeup as needed
- Assist Costume Shop Supervisor in seasonal budgeting and scheduling of labor
- Plan and supervise purchasing and rental of wig materials, supplies and equipment
- Prepare projections of time, materials, and equipment required for each production, coordinating with the Wardrobe Supervisors. Ensuring timely delivery of all wig elements
- Collaborate with Directors, Costume Shop Supervisor, designers, and stage management to develop and update wig plot, make-up templates, and other shop paperwork
- Respond to Stage Management, Daily Rehearsal, and Performance reports as necessary
- Communicate makeup and wig supply needs necessary for the build and performance run of Arvada productions and work with the Costume Shop Manager to acquire materials
- Repair and maintain all wigs to the requirements of the Wig Designer
- Be available for principle cast and understudy fittings with the Wig Designer and Costume Designer, taking notes and assisting with alterations
- Maintain clean and organized workspaces, shared and individual, in addition to stock and materials storage areas
- Will occasionally be a part of the wardrobe run crew serving as Wig and Makeup Technician
- Other reasonable duties as assigned

Skills and Competencies

- Skilled in all aspects of hairdressing, wig and facial hair creation, ventilating, makeup application and techniques, and the maintenance of these elements
- Post-secondary education in a related field or 5 years of experience in theatrical wigs
- Highly organized, and detail-oriented
- Works well with a variety of personality types
- Flexible and self-motivated, skilled in time management, and able to meet deadlines
- Experience in theatre, film and/or television
- Computer and internet research skills with knowledge of Word, Excel, and calendar programs
- Ability to lift and carry 25 pounds, and be comfortable standing, sitting and bending for long periods of time
- Cosmetology license a plus
- Able to work with a variety of personality types in a positive and professional manner

Compensation

This is a seasonal, nonexempt position earning \$18.50 per hour for 30-40 hours per week for the duration of the engagement, in addition to Medical and Vision insurance plans, and paid sick time and 3 floating holidays.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Please send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line. Vaccination required for hire.