



JOB DESCRIPTION.

JOB TITLE	Deputy Head of Wigs, Hair & Makeup
REPORTS TO	Head of Wigs, Hair & Makeup
DEPARTMENT	Theatre & Performance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare

The Theatre and Performance team at Shakespeare's Globe delivers a busy production schedule with a repertory system running in both the Globe Theatre over Summer and the Sam Wanamaker Playhouse over Winter. A small in-house team manage every aspect of the shows from Casting to Music and produce shows, events and films all year round.

The vision of the department is to curate and produce seasons of plays in the Globe and Sam Wanamaker Playhouse bespoke to the architectural playing conditions of the theatres. We nurture any public performance that happens on our stages, on screen or on tour, and we provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we honour The Globe's history and commitment to new writing. Our job is to hold a mirror up to nature and reflect the diversity and complexity of the society in which we live.

PURPOSE OF JOB

The Deputy Head of Wigs, Hair and Makeup will work directly to the Head of Wigs, Hair and Makeup, deputising for them as needed and supporting the smooth running of the Wigs, Hair and Makeup Department.

Working alongside the Head of department, the Deputy Head will liaise with key members of the production department to help ensure the smooth handover from the design and rehearsal process to running Wigs, Hair and Makeup requirements for our productions.

They will assist the Head of department to manage and achieve the day-to-day activities of the department, keeping on top of the scheduling of personnel and running requirements of the department.

PRINCIPAL RESPONSIBILITIES

- Deputise for the Head of Wigs, Hair and Makeup
- Work with the Head of Wigs, Hair and Makeup to realise each production's ultimate design in a practical and sustainable manner
- Create hair pieces and makeup from designs as required.
- Ensure all hair pieces are maintained throughout the performance period
- Assist the overseeing of technical rehearsals, acting as the link between the Wigs, Hair and Makeup team and the creative team.
- Act as a link between the wider production team and the Wigs, Hair and Makeup Assistants providing the team with information regarding the organisation

- Create a professional working relationship with acting companies, giving them a sense of confidence in the department's abilities and taking care and responsibility of the company's Wigs, Hair and Makeup needs
- Where required, represent the department at Production and Design Meetings
- Monitor rehearsal notes, show reports and production related information for relevant information.
- Support with season planning, booking Assistants as necessary and supporting them in their work; managing their time, workload and welfare.
- Provide cover for all Wigs, Hair and Makeup show tracks.
- Periodically attend previews and technical notes sessions.
- Help ensure that all work carried out in the department follows health and safety rules and regulations and to assess as and when training may be necessary.
- Ensure the correct safety wear is worn, dangerous substances are kept in the appropriate COSHH cupboard and equipment is used in a safe way.

PERSON SPECIFICATION

- Good relevant experience in a Wigs, Hair and Makeup department in a professional theatre
- Ability to look and plan ahead as well as to react to immediate issues with confidence and creativity
- Confidence in managing a key department in a busy repertory system
- Ability to communicate well with individuals and to co-ordinate with other departments
- Ability to work individually as well as alongside other team members
- Hands on experience of working with a range of materials and an open attitude to the challenges of working with new products
- Competence in Wigs, Hair & Makeup
- Able to contribute to best professional practice within a Wigs, Hair and Makeup department

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent, Part-Time (Fridays and Saturdays)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: **16 hours per week** exclusive of meal breaks, worked on Fridays and Saturdays. Additional hours may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: **£14,694.12** per annum (£36,735 FTE)

Holiday: The full-time annual holiday leave allowance is 25 days per calendar year plus Bank Holidays. This will be on a pro rata basis for this part-time position.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job

description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.