



JOB DESCRIPTION.

JOB TITLE Deputy Head of Wigs, Hair & Make-up

REPORTS TO Head of Wigs, Hair & Makeup

DEPARTMENT Theatre (Production)

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 accessible for all.

PURPOSE OF JOB

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

Working alongside the Head of Wigs, Hair & Make-up, the Deputy Head of Wigs, Hair & Make-up 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 & Make-up requirements for our productions.

They will assist the Head of Wigs, Hair & Make-up to manage the day to day activities of the department are achieved, keeping on top of the scheduling of personnel and running requirements of the department.

PRINCIPAL RESPONSIBILITIES

- Assist in realising each production's ultimate design in a practical and sustainable manner.
- Create hair pieces and makeup from designs.
- Ensure that all hair pieces are maintained throughout the performance period.
- Assist with the overseeing of technical rehearsals, acting as the link between the Wigs, Hair & Make-up department and the creative team.
- Periodically attend previews and technical notes sessions in order to effectively support the needs of individual shows.
- 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 & Make-up needs.
- Alongside the Head of Wigs, Hair & Make-up, to represent the department at Production and Design Meetings
- Monitor rehearsal notes, show reports and production related information for relevant information.
- Support the Head of Wigs, Hair and Make-up with season planning, booking Wigs, Hair and Make-up Assistants as necessary and supporting them in their work; Managing their time, workload and welfare.
- Provide cover for all Wigs, Hair & Make-up show tracks.
- Help ensure that all work carried out in the department follows health and safety rules & regulations and to assess as and when training may be necessary.

- Ensure the correct safety wear is worn, hazardous substances are kept in the appropriate COSHH cupboard and equipment is used in a safe way.
- Sharing skills and knowledge with other members of the department including placements.

PERSON SPECIFICATION

ESSENTIAL

- At least 2 years' relevant experience in professional theatre.
- Confidence in managing a key department in a busy repertory system.
- Ability to look and plan ahead as well as to react to immediate issues with confidence and creativity
- Ability to communicate well with individuals and to co-ordinate with other departments.
- Hands on experience of working with a range of materials and an open attitude to the challenges of working with new products
- Ability to work individually as well as alongside other team members
- Competence in Wigs, Hair & Make-up, especially wig making and construction.
- Contributes to best professional practice

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

Full Time (40 hours per week) / Permanent

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

Hours: 40 hours (exclusive of breaks) across 6 days per week.

During allocated tech weeks you will be required to work more hours per week but this will be discussed with adequate notice with the Head of Wigs, Hair and Make Up. This will be discussed further at interview stage.

Flexibility of working hours will be required as per above, with some evening and weekend commitments.

There are no extra payments for additional hours worked. Instead, time off in lieu will be granted with the agreement of the Head of Wigs, Hair & Make-up.

Salary: £33-£37,000 per annum pro rata, dependent on experience

Holiday: The annual holiday leave is pro rata of 28 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected Education events and activities, access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; cycle to work scheme; Littlebird exclusive discount; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

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.