



JOB DESCRIPTION.

JOB TITLE	Head of Wigs, Hair & Make-up
RESPONSIBLE FOR	Deputy Head of Wigs, Hair & Make-up and Wigs Hair & Make-up Assistants
REPORTS TO	Head of Production
DEPARTMENT	Theatre and 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 accessible for all.

PURPOSE OF JOB

The Head of Wigs, Hair & Make-up leads on the supervision of all of the wigs, hair and make-up elements of productions at Shakespeare's Globe, as well as being a key member of the wider Production team. They work closely with Designers and Directors, supported by a Deputy and a small team, to bring design ideas from page to stage, on time and on budget.

The Head of Wigs, Hair & Make-up is responsible for running the Wigs, Hair & Make-up department, scheduling staff and activities, making wigs and cutting hair, actively managing health and safety as well as leading on pastoral care.

PRINCIPAL RESPONSIBILITIES

Developing and running performances

- Realising wigs, hair and make-up elements for each production's ultimate design in a practical and sustainable manner. Liaising closely with Production Managers to ensure budgets are developed and adhered to.
- Collaborate with wardrobe and props teams to ensure seamless integration of hairstyles, wigs and make-up with costumes and prop elements.
- Create wigs, hair, facial pieces, make-up and blood effects from designs.
- Supervise all technical rehearsals, acting as the link between the Wigs, Hair & Make-up Department and the creative team.
- Ensure previews and technical notes sessions are attended 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 and make-up needs.
- Together with the Deputy Head of Wigs, Hair & Make-up, represent the department at Production and Design Meetings.
- Monitor rehearsal notes, show reports and production related communications for relevant information.

Head of Department

- Line manage department personnel and show staff, supporting them in their work, managing their time, workload and welfare.
- Continue to develop excellent professional practice, sharing skills and knowledge within the team as well as staying up to date with latest industry best practice, products and techniques.
- Undertake season planning and oversee staffing, booking Wigs, Hair & Make-up Assistants, working with work placements and fostering an inclusive talent pipeline for the future.
- Cover for all Wigs, Hair & Make-up show tracks.
- Ensure stock is managed correctly and assets in storage are cared for.
- Helping to support external activities for the organisation: photoshoots, promotional events and large-scale projects produced by the Globe but outside of the main season of work on stage.
- Maintain a positive and professional work environment, fostering open communication and teamwork among the department and wider organisation.

Health and Safety, Compliance

- Help ensure that all work carried out in the department follows health and safety best practice, adheres to regulations and to assess and report to Production Heads where training may be necessary.
- Awareness of acting company members' individual needs, selecting and utilising appropriate products that are allergen-conscious, fostering a comfortable and safe environment for all our performers.
- Ensure the correct safety wear is worn, hazardous substances are kept in the appropriate COSHH cupboard and equipment is used in a safe way.
- Continue to develop and review departmental Risk Assessments.

PERSON SPECIFICATION

ESSENTIAL

- Proven experience as a department lead in professional theatre.
- Proficiency in wigs, hair and make-up, especially wig making and construction, barbering and ladies cutting.
- Confidence and sensitivity working with different hair types.
- Demonstrable ability 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.
- Knowledge of historical periods and cultural influences.
- Hands-on experience of working with a range of materials and an open attitude to the challenges of working with new products.
- Strong leadership and interpersonal skills to effectively manage and work alongside a team as well as ability to work individually.
- Knowledge of health and safety good practice including relating to the use of products.
- Drive to contribute to best professional practice, learning new skills and share with the team.

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 (35 hours per week) / Permanent

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

Hours: 35 hours (exclusive of breaks) across 5 days per week.

During allocated tech weeks you will be required to work more hours per week, but you will work with the Deputy to arrange your time in lieu. 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.

Salary: £41,000 per annum

Holiday: The annual holiday leave is pro rata of 25 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.