

JOB DESCRIPTION



Job Title:	Running Wigs Tour Manager
Responsible to:	Head of Costume
Responsible for:	Running Wigs, Hair and Makeup
Locations:	Scottish Opera Production Studios, Edington Street, Glasgow & Theatre Royal Glasgow Tour venues in Inverness, Aberdeen and Edinburgh

Main Purpose of Job

To be responsible for the running of all wigs, hair and makeup requirements for the Scottish Opera tour of *La Boheme/L'heure Espagnole & The Bear* in Glasgow and other venues on tour.

To prepare and keep accurate running wigs, hair and makeup documentation. To manage a team of 3 contract and 3 casual running wigs tour staff during the technical production and on tour.

Key Areas of Responsibility

Running Wardrobe

- Responsible for all hair, wig, and makeup requirements during rehearsals and performances on tour across Scotland.
- Ensure the production design is maintained to Scottish Opera's high standards of presentation.
- Assist the Production Wigs Manager in preparing wigs, hair, and makeup styles as per the production design.
- Supervise contract wig assistants and dressers for rehearsals. Technical rehearsals and performances of the 3 productions at Theatre Royal Glasgow and all other venues on tour.
- Schedule and oversee wigs, hair, and makeup calls for cast and chorus in coordination with Planning, Music, Company, and Stage Management.
- Prepare wig, hair, and makeup tracks for all dressing staff.
- Attend production rehearsals, responding to notes and questions related to wigs, hair, and makeup as required by the Production Wigs Manager, Costume Supervisor and Design Team.
- Ensure adequate wig, hair, and makeup provision for cover cast singers.
- Organise and oversee the transport of wigs and equipment between venues.
- Act as Swing Dresser as required.
- Attend tour meetings and debriefs.

- Ensure all running tracks are accurate.
- Maintain and repair wigs and hairpieces while on tour.
- Supervise the get-ins and get-outs of wigs stock and equipment at each venue.

Wigs, Hair and Makeup Department Duties

- Source, order and maintain running wigs, hair and makeup stock while on tour.
- Manage the Running Wigs Petty Cash float and complete associated financial paperwork.
- Complete weekly timesheets for Running Wigs Assistants and Dressing staff during their contracts.
- Provide instruction as required for the wigs and makeup team in makeup and wig dressing as required by the design.

General Duties

- Liaise with other departments within Scottish Opera.
- Adhere to Scottish Opera's Health and Safety Policy.

Person Specification

Essential Skills & Experience:

- At least 3 years of experience as a touring Running Wigs Manager.
- Exceptional organisational skills.
- Strong knowledge of wig maintenance and repair techniques.
- Experience with theatre and broadcast media makeup techniques.
- Proficiency in period hair and makeup styling.
- Excellent communication skills with patience, tact, and diplomacy.
- Ability to manage administrative tasks effectively.
- Competency in computer record-keeping using Excel and Word.

Desirable Skills & Experience:

- Qualifications in theatrical and media hair and makeup techniques.
- Experience in departmental administration within opera, ballet, or theatre.

General Terms and Conditions

There is a contributory Pension Scheme to which the Company contributes 8% and the Employee 4% of salary. FTE holiday entitlement is 25 days leave plus 10 public holidays per annum. You will accrue holidays in this post and will be paid out upon end of contract. A one month probationary period is applicable to this post.

The normal hours of work within the Costume Department are 48 hours per week, on any 5 days out of 7, with the working day, usually between 9.00 am and 11.00 pm. This is a management position, therefore you will be required to work such reasonable hours as the needs of the post demands, but which will not exceed an average of 48 hours per week.