

## JOB DESCRIPTION

<b>Job Title</b>	<b>Wigs Trainee</b>
<b>Responsible to</b>	<b>Head of Costume/Production and Running Wigs Manager</b>
<b>Location</b>	<b>Scottish Opera Production Studios, Edington Street, Glasgow, Theatre Royal and on tour</b>

### Main Purpose of Job

To contribute to the work of all areas of the Wigs, Hair & Make-Up department while receiving on-the-job training from senior members of staff.

### Key Responsibilities

#### **Wigs & Make Up Workroom & Offices at Edington Street Production Studios**

- Assisting Wigs Supervisor to build all aspects of Wig and Make-Up requirements for upcoming productions.
- Attending fittings, taking notes
- Assisting Wigs Supervisor in preparing Wigs, Hair and Make-Up Bibles
- Assisting Wigs Supervisor in sourcing and testing new products
- Acting as Wigs Supervisor for small projects under the guidance of senior staff

#### **Running Wigs at Production Studios, Theatre Royal and on tour**

- Wig Dressing work, wig care and storage, packing for get-ins and get-outs on tour
- Wig maintenance and make-up stock control
- Assisting Wigs Supervisor on large scale productions
- Attending tour production meetings as required
- Touring with the production

#### **Wigs Store work at Production Studios**

- Organizing and maintaining wig stock
- Assessing and carrying out repairs as required
- Updating wig stock data base

#### **General duties**

- Assisting in any other areas of Wigs, Hair and Make-Up work as required
- Office tasks: filing, photocopying, ordering products by telephone and email
- Entering wig records on computer database
- Researching period hair and make-up styling
- Working closely with the Costume department and Costume Designers to realize the design brief

- Working as part of a team with all technical and production departments
- Maintaining high standards of safety in the workplace
- Assisting with keeping up to date COSHH records
- Helping to promote Scottish Opera's Emerging Artists program to funders and press

### **Training**

- Receiving instruction from senior staff in all the above areas
- Studying the process of setting, dressing and styling period and contemporary hairstyles.
- Learning how to take full head wraps and measurements for wig foundations
- Learning to knot period facial hair
- Learning to repair lace fronted wigs
- Learning wefting techniques
- Development of period make-up techniques and SFX techniques, including bald caps
- Studying the history of hair and make-up
- Learning simple planning skills, budget management and acquisition techniques
- Learning preparation of a wig's bible, wigs plot and dressing notes

### **Qualifications, Skills, Experience and Personal Attributes**

#### **Desirable**

- Experience of hairdressing and wig styling
- Experience of wigs dressing
- Knowledge of period hair and make-up
- Knowledge of contemporary hair and make-up

#### **Essential**

- HNC, HND, or degree level qualification in Theatre and Media Make-Up and Hair
- A passionate interest in theatre Hair and Make-Up
- A commitment to delivering high quality work
- Good communication and people skills
- Attention to detail and high standards of work
- Enthusiasm and willingness to develop and learn

<b>General Terms and Conditions</b>		
Hours	:	39 hours per week with occasional overtime Normal hours, Monday to Saturday, are between 9.30am and 5.30pm during the build period.  Technical and tour period hours will include evenings and weekends up to 11pm.
Annual Salary	:	£26,587.15 per annum.
Holiday Entitlement	:	25 days per annum and 10 Public Holidays per annum, these dates are set by the Company.
Probationary Period	:	1 month.
Pension	:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the company contributes 8%. You are not obliged to join the Pension Scheme, but can choose to opt-out if you wish.