

Touring Wigs & Make Up Technician

Fixed-Term from Monday 30 August 2021 until Sunday 5 December - Autumn Season

Department: Technical

Salary: £500 - £557 per week

Deadline for Applications: Monday 2 August 2021

Interviews: W/C 9 August 2021

Start Date: 30 August 2021

Details: 5 weeks in Cardiff then UK Weekly Touring
Touring Expenses Re-imbursed
Annualised Hours Contract
Based on 44 hours per week over 14 weeks
T&Cs as per WNO Stage Department Agreement 2021

Job Description

Job title:	Touring Wigs & Make Up Technician
Responsible to:	Head of Wigs & Make Up
Responsible for:	Assistant Technicians, Apprentices, Venue & Agency Staff as delegated.

Main purpose of the role:

To deliver the highest quality presentation of the Wigs and Make Up elements of productions, events and projects in an efficient manner that promotes a safe, healthy and sustainable working environment.

Scope:

The Touring Wigs & Make Up Technician will focus on the safe delivery of artistic and crafts-based work relating to hair, wigs, make up and special effects makeup to agreed standards for all theatrical, media and television productions for Welsh National Opera.

Key responsibilities:

Production

- Apply your practical wigs, hairdressing and make up skills, knowledge and experience to ensure that productions are presented to the highest possible standard, and that the production team's creative and artistic vision is reproduced accurately and consistently; both in Cardiff and on tour.
- Support the company's producing, touring, rental and co-production work in the UK and Worldwide.
- Support the work of all WNO departments including rehearsals, productions, commercial work, concerts, digital work, smaller scale productions and events.
- Ensure that areas used by Wigs & Make Up Department are kept clean and tidy, and that all departmental equipment is correctly stored and maintained.
- Assist with the Get In and Get Out of Wigs and Make Up equipment, as required.

Hair-Related Work

- Hair-cutting, coloring, setting and dressing, for Technical, rehearsal and show-related purposes, using a variety of techniques, covering all periods.
- Wig, facial hair and postiche work for technical, rehearsal and show-related purposes. This includes

fittings, cutting, coloring, perming, setting and dressing of wigs, postiche and body wigs, using a variety of techniques covering all periods, and application of the above.

- Maintenance of all wigs, facial hair, and postiche pieces.

Make-Up

- Research, assessment and application of make ups for rehearsal and show-related purposes using a variety of techniques and covering all periods.

Special Effects Make-Up

- Prosthetics include bald caps, wounds and blemishes, made of a variety of materials; their creation involves material research, application, the use of foam latexes and silicones, surface rendering, and application for fittings, rehearsals, stage blood, and show purposes.

Teamwork

- Support initiatives designed to encourage the recruitment and development of a workforce that reflects the communities in which we work and perform.
- Attend Department and Technical Meetings as necessary and assist with the delegation of tasks across the department.
- Liaise with colleagues across all WNO Departments to ensure open and constructive communication.
- Liaise with colleagues from venues and partner companies to develop co-operative and mutually beneficial working practices.

Administration & Finance

- Follow Department and wider WNO administrative systems, assisting with the administration of time sheets, holiday records, and other staffing related data in conjunction with the HR Department.
- Provide reports and information as may be required in the execution of these duties.

Stores

- Assist with the storage and maintenance of WNO Wigs & Make Up Equipment.

Health & Safety

- Assist with the promotion of a positive safety culture within the Wigs & Make Up department, adhering to the Company's Health & Safety policy, rules and regulations at all times.
- The post carries responsibilities as set out in the WNO Health and Safety Policy.
- Familiarise yourself with and follow risk assessments and Safe Systems of Work for delegated activities.
- Assist with the Wigs & Make Up Department equipment compliance and maintenance programme.
- Assist with ensuring high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.

General

- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times
- To undertake any training appropriate to the post.
- This is a touring role. The role will be based at WNO's sites in Cardiff during the production period but will involve regular travel to locations within the UK and abroad.
- The role will focus practical delivery but there will be a limited amount of administrative and planning work.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation. The post holder will be required to undertake such duties and responsibilities as may reasonably be expected from time to time within the scope and grading of the post.

Person Specification

Wigs & Make Up Technician

The Ideal Candidate

- The desire to acquire new experiences and knowledge and to learn new skills.
- Focused on the safe, practical delivery of the wigs & make up elements of production.
- Self-motivated and pro-active with the ability to work calmly under pressure and prioritise conflicting demands.
- A sympathetic approach to people working under pressure in an artistic environment.
- The ability to work as a member of a large team as well as the ability to work independently or to supervise small independent groups.

Skills, knowledge and experience:

- Practical skills, knowledge and experience of theatrical wigs and make.
- Excellent hair-cutting and hairdressing skills.
- Excellent wig-dressing skills.
- Excellent make-up and prosthetics skills.
- Relevant qualification in Wigs and Make-up for Performing Arts, ideally in a City and Guilds hairdressing diploma and a media make-up course, or a successfully completed hairdressing apprenticeship or theatrical wigs and make-up apprenticeship.
- Extensive knowledge of techniques, materials, tools and brief history of make-up and styles.
- A working knowledge of current Health & Safety practice relevant to the role..
- Basic IT skills including use of Outlook, Word and Excel.
- A flexible approach to the requirements of the job.
- Ability to travel independently within the UK and abroad.
- Experience of working in elements of repertory theatre.*
- Experience of large-scale theatrical touring.*
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices.*
- A recognised Health and Safety qualification and/or the skills, knowledge and experience to obtain a qualification with suitable training.*
- The potential to grow into amore senior role within technical theatre.*.
- Full, current UK driving licence.*
- An interest in Opera.*
- Welsh language speaker/writer.*

Points marked with an asterisk (*) are desirable rather than essential.

Health and Safety

Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.