Hair and Makeup Design Assistant

The Hair and Makeup Assistant facilitates the work of the Costume Designer by coordinating and overseeing hair and makeup.

Responsibilities

- Contact the Costume Director at the beginning of the semester to schedule meetings
- Familiarize yourself with Design Process Expectations; know all design deadlines.
- Familiarize yourself with the script and the Costume Designer's action chart
- Familiarize yourself with the Costume Designer's hair and makeup ideas
- Conduct research as requested
- Obtain headshots (front and profile) of all actors
- Create makeup image boards and/or makeup plots for actor use; include instructions as necessary
- Create an itemized list of projected wigs, hairpieces, specialty makeup supplies; review this list with the Costume Designer
- Pull wigs/hairpieces from stock
- Source specialty makeup and wigs/hairpieces/facial hair as necessary
- Coordinate all ordering and purchasing with the Costume Director and Costume Designer
- Verify, through Stage Management, that actors have makeup kits
- Schedule and conduct makeup training session(s) for actors prior to first dress rehearsal
- Train assigned crew members as necessary
- Assist actors with makeup application for all dress rehearsals
- Follow up on post-strike tasks (such as washing, restocking wigs, etc.)
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Participation

- Orientation meeting with Costume Director and Costume Designer
- Design meetings with Costume Designer as necessary
- Weekly production meetings
- Attend Designer Run-Through
- Makeup training session(s) for actors
- All dress rehearsals involving makeup and/or hair
- Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance.