



Head Wig and Make-up Artisan

Children's Theatre Company (CTC) is seeking qualified candidates with a background in wigs, hair styling and make-up for the position of Head Wig and Make-up Artisan. This is a seasonal benefits eligible position that averages around 35 weeks of full-time work in a typical season and is part of a collective bargaining agreement with IATSE Local 13, AFL-CIO. This position requires someone who is knowledgeable about wig construction and styling, skilled in makeup application for a variety of skin tones, who has expertise in cutting and styling all hair textures, and who has the ability to positively contribute to an anti-racist/anti-bias organization. Applicants for this role should have creative problem-solving skills, ability to adapt to adjusting priorities, and time management skills.

CTC is committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities.

ORGANIZATION DESCRIPTION

Led by Artistic Director Peter C Brosius and Managing Director Kimberly Motes, Children's Theatre Company (CTC) is the nation's leading theatre for multigenerational audiences and is one of the 25 largest producing theatres in the United States. A winner of the Tony Award for Outstanding Regional Theatre, CTC creates extraordinary theatre experiences that educate, challenge and inspire young people. It has set standards of excellence in the quality of its productions, commitment to new work, and innovative education and community partnerships.

DESCRIPTION OF MINNEAPOLIS AND THE TWIN CITIES METRO AREA

Minneapolis and the Twin Cities area has a thriving and vibrant arts scene. The Twin Cities metro area is one of the largest theatre markets in the country, with over 150 theatres. Minnesota year in and year out ranks near the top nationwide in federal and state arts funding and has a strong history of private arts philanthropy.

The Twin Cities area is the second largest economic center in the Midwest and is annually ranked as a top area in terms of quality of life. It is home to several restaurants and chefs who are James Beard nominees or winners. The Minneapolis parks system has been called the best-designed, best-financed and best-maintained in America.

DIVERSITY AND INCLUSION STATEMENT

CTC is dedicated to increasing equity, diversity and inclusion in our audiences, our programs and in all of our hiring for staff, artists, and recruiting of board members. CTC is committed to a future where our theatre is a home for all people, all families, and is truly reflective of our community. We are also committed to providing a work environment that is free from discrimination. CTC prohibits discrimination in employment against any employee or job applicant because of that person's race, color, creed, religion, ancestry, sex, national origin, disability, genetic information, age, sexual orientation, gender identity, gender expression, marital status, familial status, veteran status, status with regard to public assistance, membership in a local human rights commission or any other legally protected status.

POSITION SUMMARY

The Head Wig and Make-up Artisan is responsible for creation and management of all wigs, make-up and hairstyles for all productions. This position translates designer sketches and supporting research into full wigs, hair pieces, facial hair, facial prosthetics and make-up plots. Wig designs and hair and make-up styles range from fantasy to realism. Wigs vary from fully hand-tied to alternating existing wig stock and/or styling commercial wigs. This position requires the creation of wigs using both traditional and non-traditional materials.

This position reports to the Costume Director.

ESSENTIAL FUNCTIONS

Wigs and Hair

- Create and style wigs and hair goods according to design specifications and recommend changes as appropriate for the actor
- Determine the best construction method for wigs based on design information
- Make fully hand-tied wigs and/or wigs made from non-traditional materials such as fur, netting, fabric and foam, or alter commercial wigs to meet design specifications
- Create facial hair and other hair goods as designed
- Cut and style hair with a thorough understanding of hair products and styling for all hair textures
- Recreate wigs, hairstyles and facial hair for remounted productions

Make-up

- Purchase appropriate make-up products to meet design specifications for each character
- Produce specialized make-up effects, such as fake tattoos, scars, bruising or burns
- Create or assist with creation of masks or other facial prosthetics
- Order and assemble make-up kits for large casts
- Provide make-up consultations and color matching for cast members with a thorough understanding of make-up application and uses for all skin types and tones
- Teach youth actors make-up application as needed

General Functions

- Prioritize work by continually assessing progress on work and balancing additional requests from the designer and management staff
- Document all hair styling and setting techniques to create a maintenance guide for the run of a production
- Instruct Wig Assistant and/or Wardrobe in proper care and maintenance of each style for consistent appearance of hair goods through run of production
- Instruct actors and wardrobe crew in application of makeup, proper wig placement as needed on a per production basis
- Work with Costume Director and Stage Management to schedule and conduct wig fittings, haircuts and make-up consultations
- Project manage each production efficiently including assessing the need for additional resources
- Facilitate using outside vendors for hair styling including braids, extensions, color treatments
- Attend technical rehearsals as needed
- Work with Costume Crafts staff to coordinate attachment of hair goods to any hats or other headgear
- Review budgets and consult with Costume Director as needed to balance wig, hair and make-up purchases for season
- Communicate design changes to Costume Director, Crafts and Wardrobe
- Create wig, hair and make-up plots for each production
- Generate archival information for future remounts
- Document notes in fittings
- Check email and voicemail frequently & respond promptly

Maintenance

- Order wig building and maintenance supplies
- Order specialty makeup supplies as needed
- Maintain stock of supplies needed for run of production (wig caps, hair pins, styling products, make-up)
- Maintain supply of non-specialty hair accessories (barrettes, hair ties, hair pins, bobby pins, headbands, etc.)
- Maintain stock of hair styling tools: hot rollers, curlers, curling irons, flat irons, clippers, scissors, combs, etc.
- Keep wig stock organized and cataloged
- Maintain organized and tidy work areas

Collaborate with all staff in the furtherance of CTC's goal of being an anti-racist theatre that works towards Justice, Equity, Diversity and Inclusion

- Encourage and empower everyone to speak out against racist workplace practices and policies
- Study topics that lead to a deeper understanding of how white supremacy, racial violence, and systemic racism have shaped

- American society and how that shapes CTC's workplace and the lives of CTC employees
- Positively contribute to the ACT One platform, creating a future where our theatre is a home for all people, all families, reflective of our community

POSITION QUALIFICATIONS

Knowledge, Skills and Abilities

- Adaptability - Ability to adapt to change in the workplace
- Creative - Ability to think in such a way as to produce a new concept or idea
- Inclusive – Skill and value of providing equal access of opportunities and resources for people who might otherwise be excluded or marginalized
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems
- Project Management - Ability to organize and direct a project to completion
- Teamwork - Ability to effectively build positive working relationships with cast, crew and coworkers
- Tactful - Ability to show consideration for and maintain good relations with others
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines
- Welcoming - Contribute to and maintain an amicable, comfortable atmosphere for actors, students, parents, and guest designers
- Working Under Pressure - Ability to complete assigned tasks under stressful situations

Experience

- Demonstrated skill and knowledge in wig creation, hairstyling and make-up
- Experience working in a theatre setting

Education

Cosmetology or Barber's License preferred, but not required

Other Qualities

- A commitment to ethical conduct in all respects of the work environment
- A commitment to creating a just, equitable and inclusive work environment

COMPENSATION

The minimum starting wage for this position is \$22.81. Benefits include medical, dental and vision insurance; short-term and long-term disability and life insurance; vacation and sick leave; nine paid holidays; and a 403(b)-retirement savings plan.

TO APPLY

Please send a cover letter and resume to Andrew Robertson, Director of Human Resources at productionjobs@childrenstheatre.org. Please include the name of the position(s) to which you are applying in the subject line of the email.