



## ***Wig Assistant***

Reports to: ***Wigmaster***

### **THE ORGANIZATION**

The Guthrie Theater engages exceptional theater artists in the exploration of both classic and contemporary plays connecting the community we serve to one another and to the world. Through its extraordinary artists, staff and facility, the Guthrie is committed to the people of Minnesota, and from its place, rooted deeply in the Twin Cities, influences the field as a leading 21st century arts organization.

Every year more than 500 people, both on stage and off, help ensure our success in creating and supporting the highest level of theater. As an organization, we are committed our values of Artistic Excellence, Community, Equity, Diversity and Inclusion, and Fiscal Responsibility.

### **THE POSITION**

The Wig Assistant is responsible for assisting the Wig Master in building, dressing and maintaining wigs to help maintain the desired look of a production. Compensation for this union position is full time, non-exempt (hourly), with an hourly rate of \$24.31/hour.

### **Job Highlights**

- Build foundations for wigs and hairpieces.
- Builds wigs and hairpieces to create the desired look of a production.
- Ventilates hair.
- Cut and style finished wigs.
- Comb out wigs in the style determined by the designer or Wigmaster to maintain continuity of the look for the run of the production.
- Maintain style of wigs and hairpieces to ensure quality through the run of a production.
- Maintains wigs and hairpieces using thermal sets when necessary.
- Wash and wet set wigs as needed.
- Maintains actors hair to preserve the look of a production.
- Provide haircuts as needed.
- Teach actors how to apply product and maintain their look for the run of the production.
- Purchase hair care products such as shampoo, gel, and hairspray from beauty supply stores.
- Shop for supplies as determined by the Wigmaster in a timely manner.
- Other duties as needed or assigned.

### **Qualifications**

- One year of experience with wig construction and maintenance, or a combination of equivalent experience and training.

- Cosmetology license preferred but not required.
- Knowledge of hair and wig dressing.
- Knowledge of products used with hair and wigs.
- Ability to build wigs.
- Ability to move from project to project quickly and manage time efficiently.
- Knowledge of makeup and the application of makeup to assist actors during tech week.
- Ability to work effectively with a variety of personality types.
- Ability to foster positive working relationships.
- Strong commitment to diversity and inclusion.
- Experience, ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.

## THE LOCATION

The Guthrie Theater is located in the historic Mill District along the Mississippi River in Minneapolis, Minnesota. As the largest city in the state, Minneapolis offers a large variety of parks, lakes, great food, festivals, malls and more.

## WHY SHOULD I APPLY?

Be a part of a leading non-profit organization that is committed to serving not only the local Twin Cities community (you betcha!) but the industry as a whole. Did we forget to mention the sidewalks in the sky, winter makes you stronger, and top-notch employee benefits?

## Top-Notch Benefits

 <h3>Competitive Benefits</h3> <ul style="list-style-type: none"> <li>• Health insurance</li> <li>• HSA &amp; dependent care options</li> <li>• Dental &amp; vision</li> <li>• Flexible Spending Account</li> <li>• Life Insurance</li> <li>• Long Term Disability</li> <li>• Short Term Disability</li> <li>• Employee Assistance Program</li> <li>• 403(b) with employer match up to 4.5% after one year of service</li> </ul>	 <h3>Paid Time Off</h3>  <h3>Complimentary Tickets</h3> <ul style="list-style-type: none"> <li>• To Guthrie productions</li> </ul>  <h3>Discounted Tickets</h3> <ul style="list-style-type: none"> <li>• To all shows produced by the Guthrie</li> <li>• To some performances hosted by the Guthrie</li> </ul>	<h3>Other Employee Perks</h3> <ul style="list-style-type: none"> <li>• Wellness Program</li> <li>• Guthrie Store discount</li> <li>• Costume Rentals discount</li> <li>• Admission to opening night parties</li> <li>• Affinity Groups</li> <li>• Discounted Level Five Café and Express dining</li> <li>• Frequent Sea Change restaurant discounts</li> </ul>
 <h3>Transportation</h3> <ul style="list-style-type: none"> <li>• Subsidized passes for Metro Transit buses and trains</li> <li>• Discounted pre-tax monthly ramp parking</li> <li>• Discounted bike locker rental</li> <li>• Discounted Nice Ride annual membership</li> </ul>	 <h3>Classes and Camps</h3> <ul style="list-style-type: none"> <li>• Discounts to Guthrie classes and camps</li> </ul>	

## A Note from Human Resources

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume
- References (3 total)

The Guthrie is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

**Apply online here:** <https://recruiting.ultipro.com/GUT1000/JobBoard/47c392e4-6d7f-1e47-226b-ee862ea48cfb/OpportunityDetail?opportunityId=1f4220e5-e469-4dbd-bdde-797ca93b8049>