JOBS DESCRIPTION

POSITION: WIG, HAIR, AND MAKEUP SUPERVISOR
REPORTS TO: Production Manager
DEPARTMENT: Production
STATUS: Full-time/Exempt
COMPENSATION: $64,500 - 65,000 Annually

ABOUT THE COMPANY
Tony Award-winning South Coast Repertory (SCR), founded in 1964, is led by Artistic Director David Ivers and Managing Director Paula Tomei. SCR is widely recognized as one of the leading regional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation’s largest commissioning programs for emerging, mid-career and established writers. Of SCR’s more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

ABOUT THE POSITION
SCR seeks a Wig, Hair, and Makeup Supervisor to lead and supervise our wig and makeup department, which includes a full-time Hair and Makeup Assistant. This position collaborates with a diverse team of designers to achieve a wide array of hair and makeup styles for our 8-show season, conservatory productions, and special events. A great fit for this role means you enjoy the artistic nature of hair styling with a focus on cultural/ethnic/racial accuracy and leading a team with clear expectations for project completion dates and design execution. Ideal candidates will have demonstrated wig prepping, wig building, and shop management experience.

ABOUT THE ROLE
Management & Leadership
• Lead and motivate the Hair and Makeup department through completion of each show design execution. This includes hiring, training, and evaluating your team, as well as scheduling overhires as needed.
• Maintain regular communication of project progress and budget statuses to Production Management and designers.
• Review all time cards submitted from staff and overhires, and assign labor account numbers and pay rates for overhires.
• Collaborate with other Production departments on scheduling, designs, shared spaces, and other needs.
• Collaborate and communicate with a diverse group of designers each season.
• Maintain effective time management practices for project deadlines.
• Set clear expectations for task completion dates and work quality with Hair and Makeup team.

Stage Production Support
• Collaborate with Costume Designer and Director to achieve their vision for the show.
• Research and develop with designers and Hair and Makeup team solutions for executing wigs, prosthetics, and accessories.
• Uphold company EDIB efforts and ensure cultural, ethnic, and racial accuracy in wig builds, hair styling, and makeup needs in collaboration with Designer and Director.
• Maintain detailed understanding of skills for building wig and makeup pieces: period details, construction techniques, resources, and procurement.
• Hire, train, and oversee hair and makeup team and/or overhires.
• Communicate with Stage Management to coordinator fittings and provide necessary rehearsal support.
• Communicate and collaborate with the Costume Shop Manager to determine scope of each build, schedule projects, and plan for overlaps in design needs.
• Attend and participate in all Production Meetings and relay design information to the Hair and Makeup department.
• Attend technical rehearsals and note sessions as requested by the Production Manager.
• Organize load ins and outs for shows, conservatory productions, and special events.

Shop Management & Safety
• Coordinate the selection, invoicing, pickup, and return of all wigs rented from SCR.
• Manage and safely maintain all hair and makeup work spaces, storage spaces and inventory.
• Oversee care, use, and repair of shop tools and equipment.
• Oversee departmental budget, purchasing, and quarterly projections.

ABOUT THE PERSON
Qualities and skills that best serve a Wig, Hair, and Makeup Supervisor may be:
• A minimum of 5 years professional wig and makeup experience
• Professional knowledge of wig ventilation and applying/creating makeup prosthetics
• Ability to remain flexible and adapt to changing priorities in a fast-paced environment
• Organizational skills to oversee multiple projects concurrently
• Team-oriented mindset and interest in maintaining a collaborative work environment
• Dedication to workplace safety
• Weekend and night availability, as needed
• Commitment to equity, diversity, inclusion, and belonging and enthusiasm to nurture an anti-racist work culture

WORKING CONDITION
Regular tasks of this position may include:
• Sitting for 4-6 hours at a time
• Pushing, pulling, and lifting 30-50lbs alone or with assistance
• Working with chemicals

COMPENSATION
SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

TO APPLY
To be fully considered for the position, please submit your resume and 3 references to production@scr.org.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.