

# Job Title: Deputy Wigs & Makeup Manager

* Department: Wigs
* Responsible to: Wigs & Makeup Manager

## Main Purpose of the Job

Northern Ballet is seeking to appoint a skilled Deputy Wigs & Makeup Manager to join the Wigs Department. This is a key role in assisting the Wigs and Makeup Manager in all aspects of wigs, hair, makeup and hair accessories for show creation. This role will manage the shows whilst on tour and support the Wigs and Makeup Manager in maintaining the highest standard of work for the stage.

## Key Responsibilities

You will be required to undertake any and all duties expected of a Deputy Wigs & Makeup Manager which include but are not limited to:

* Deputise for the Wigs and Makeup Manager in their absence
* Ensure the highest standard of wig dressing, hairstyling and wig and makeup application for performances
* Communicate and liaise with the Wigs and Makeup Manager whilst out on tour to ensure highest standards of shows are met
* Organise Get-Ins and Get-Outs for touring weeks and ensure good communication with Wardrobe, Stage and Stage Management departments in relation to this
* Assist dancers with application and removal of wigs/styling hair for performances, including quick changes during shows
* To clean and set/re-dress wigs and hairpieces so they are in working order for each performance and deal with any emergency repairs
* Attend rehearsals, technical, dress and costume understudy rehearsals as required
* Assist with wig fittings when required
* Recognise where maintenance work is required on any wigs and report this to Wigs and Makeup Manager
* Support in ensuring that touring product stock is maintained and adequately equipped for shows, ordering and replenishing hair and make-up supplies as needed in consultation with Wigs and Makeup Manager
* Ensure that work materials and all wigs are kept in a tidy and secure manner and maintain good housekeeping skills
* Report any losses and unsafe practices in dressing rooms to the Wigs and Makeup Manager and to communicate these within the Wigs and Wardrobe department and other departments clearly
* Provide assistance on photo calls, digital filming and company events/galas if required
* Assist the Wigs and Makeup Manager when working with Designers on new shows to bring the designs to life through the making of hairpieces, facial hair, wigs and in the construction of head dresses and hair accessories
* Ensure the safest possible working environment, and that all Health and Safety procedure and practice are adhered to.

## Person Specification

### Essential Criteria

* Relevant wigs training/qualification
* Demonstrable experience within the industry, including within live performance/theatre and touring
* Confident in wig dressing and application
* Strong communication skills
* Ability to work within a small team & on your own initiative
* Ability to manage a busy workload, and a commitment to getting things done efficiently and to a high standard
* Flexible approach to working as you will be required to work unsociable hours and away from home whilst touring
* An alert approach to Health & Safety and appropriate working methods at all time

### Desirable Criteria

* Knowledge of wig construction and how to knot/whip
* Barbering and Hairdressing skills. NVQ or relative training
* Experience working with a variety of hair types and textures
* Good makeup knowledge and application. NVQ or relative training
* Good knowledge of making and applying bald caps and other SFX pieces
* Some sewing skills to assist with accessory/headdress construction
* Have held a deputy position or similar before
* Experience with a dance company

## Other Details

* Salary: £27,434 per annum
* Hours: Normal working hours are 35-40 hours per week, Mon-Fri when based at Leeds Headquarters and hours required to fulfil the role whilst on tour, including weekends and bank holidays when needed
* Closing date for applications: 25th April 2025
* Interviews will take place in Leeds week commencing 6Th May 2025
	+ The interview will include a practical element

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. Therefore, we support and encourage people from a variety of backgrounds and experiences to apply. As part of our commitment to the disability confident employer scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you require any adjustment during any stages of our recruitment process, please contact hradmin@northernballet.com and we will be in touch with you to make the necessary arrangements. Some examples of adjustments could include sending documentation in alternative formats such as large print, braille or audio. Adapting the environment for the interview or allowing additional time for you to answer questions.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE DEPUTY WIGS & MAKEUP MANAGER. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE.