

**Municipal Theatre
Association of St. Louis**

#1 Theatre Drive
St. Louis, MO 63112-1098

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www.muny.org



POSITION DESCRIPTION

TITLE –Wig Master

DEPARTMENT - Production

POSITION SUMMARY

Under the direction of the Production Manager this position serves as a key member of The Muny's production team. The Wig Master is responsible for coordinating and constructing hairstyles, wigs, and makeup for assigned productions according to costume designer's specifications. The Wig Master collaborates with the costume designer and director to develop appropriate hair and makeup decisions. The Wig Master oversees all construction and styling of designs with shop personnel. The Wig Master will be responsible for overseeing all set up, run and maintenance of wigs and makeup and supervision of the hair and makeup run crews.

ENTRY QUALIFICATIONS

- Minimum 5 years experience in theatrical wigs.
- Working knowledge of wig making, ventilating, and styling.
- Experience in budgeting and responsible handling of funds.
- Exceptional organizational and time and materials estimation skills.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Ability to teach skills and work with a union crew
- Familiar with period styles
- Cosmetology license a must
- Valid Driver's License
- Computer and internet research skills with specific knowledge of Word, Excel, and calendar programs
- Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all hair and make-up for assigned productions.
- Work directly with directors and designers to establish priorities and keep expenditures within predetermined time, labor and budget constraints based on approved final designs.
- Supervise and direct Union Wig and Make-up crew.
- Assist Production Manager in seasonal budgeting and scheduling of labor.
- Prepare projections of time, materials, and equipment required for each production, coordinating with Wardrobe Master and Mistress.
- Ensure timely delivery of all wig elements.
- Collaborate with director, designer and stage management to develop and update wig plot, make-up templates, and other shop paperwork.
- Supervise purchasing and rental of wig materials, supplies and equipment.
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.



- Request and schedule all wig and wig related fittings. Attend fittings as necessary.
- Maintain accurate records for all expenditures.
- Ensure that staff is working in a safe and supportive environment.
- Process weekly staff timesheets
- Maintain familiarity with the current Union contracts and The Muny's Personnel Policies.
- Additional responsibilities as assigned through discussion with Production Manager.

WORKING CONDITIONS

Wig Master responsibilities require some daytime hours, some evening performance hours, and some rehearsal hours.

Travel locally on a regular basis.

Move about the backstage and onstage areas during rehearsals.

Attendance at all technical rehearsals (some are overnight) is required.

Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position. Position is Full-time, seasonal. Salary is competitive and commensurate with experience. Send all inquiries, resumes and references to Tracy Utzmyers, Production Manager, tracyu@muny.org, no later than January 15, 2013.

