



WIG AND CRAFTS ASSISTANT JOB POSTING

Position:	Wig and Crafts Assistant	Status:	Non-Exempt
Department:	Costumes	Full/Part Time:	Part-Time
Reports To:	Wig Master / Craft Master	Annual/Seasonal:	Seasonal
To Apply:	Click Here To Apply	Deadline to Apply:	April 11, 2021

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Wig and Crafts Assistant**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism, we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

Milwaukee Repertory Theater is accepting applications for a quality-oriented, multitasking Wig and Crafts Assistant to join our costume department. The Wig and Crafts Assistant collaborates with the Crafts and Wig Masters to actively participate in the construction, styling, and maintenance of wigs and hair pieces as well as costume crafts including, but not limited to shoes, hats, and other costume accessories.

Compensation and Benefits:

This is a part-time, non-exempt, seasonal position paid a rate of \$15.00 per hour. The bulk of the work hours will happen during normal business hours with a guaranteed minimum of 24 hours per week. The duration of the position runs October to June, exact dates TBD.

Major Duties and Responsibilities Include:

- Collaborate with Wig and Craft Masters to execute the construction of wigs, hair pieces and costume accessories
- Assist with research and collaborate on construction techniques and materials
- Assist with weekly maintenance during show run
- Assist in the training of the wardrobe crew and actors for use and daily maintenance of show items
- Assist with inventory maintenance
- Maintain a clean and safe work area
- Attend technical rehearsals as assigned
- Assist with any hair and makeup needs for the Curtain Call Ball
- Attend regular shop meetings
- Participate in educational and outreach events
- Contribute to the training of Emerging Professional Residents
- Other duties as assigned

Qualifications:

Ideal candidates will have at least 1 year of crafts and/or wig & hair experience in a professional environment. Familiarity with a wide variety of hair textures, craft techniques, a keen eye, and the ability to multitask, troubleshoot, and adapt quickly are necessary skills. Candidates must also work and communicate well with a diverse group of colleagues, all while exhibiting grace and good humor under pressure.



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Physical Conditions:

The physical conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work with your hands for 2-4 hours at a time
- Specific vision abilities required by the job include close vision and the ability to discern color and fine detail
- Must be able to lift 20 Lbs. unassisted
- Must be able to climb stairs

To Apply:

Fill out an online application submitting a cover letter and resume describing your qualifications and interest for the position, and contact information for 3 professional references, Attn to: Nicholas Hartman, Costume Director:

[Submit Application Materials Online](#)

Deadline to apply is Sunday, April 11, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact ehill@milwaukeeerep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/480067/Milwaukee-Repertory-Theater-Inc/Wigs-and-Crafts-Assistant>

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee’s rich diversity.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.