



JOB POSTING

Wig and Make-up Supervisor

Position:	Wig and Make-Up Supervisor	Status:	Salaried Exempt
Department:	Costumes	Full/Part Time:	Full-Time
Reports To:	Costume Director	Annual/Seasonal:	Seasonal August - April
Start Date:	August 2023, Negotiable for right candidate	Compensation:	\$775.00 per week
Application:	Click Here to Apply	Deadline to Apply:	May 22, 2023 for best consideration

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and 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

The Wig and Make-up Supervisor is responsible for coordinating and constructing hairstyles, wigs, and makeup for assigned productions according to costume designer's specifications. The Wig and Make-up Supervisor collaborates with the costume designer and director to develop appropriate hair and makeup decisions. The Wig and Make-up Supervisor participates in the construction, styling, and maintenance of all hairstyles and wigs and oversees the training of the wardrobe crew and actors for daily application and maintenance.

Major Duties and Responsibilities Include:

- Work with designers and directors to execute the hair and make-up design within the available budget
- Maintain the Wig and Make-up inventory
- Schedule needed fittings through Costume Director and Stage Management
- Order all needed materials, supplies, and wigs in a timely manner
- Complete all wig construction on time and to a high standard
- Provide basic haircuts for guest artists as needed
- Attend technical rehearsals as assigned
- Oversee training of wardrobe staff on daily use and maintenance of wigs and make-up
- Instruct and coach actors on make-up application
- Attend regular shop meetings
- Contribute to the training of Emerging Professional Residents
- Actively participate in creating a safe and healthy work environment.
- Additional duties as required including participation in education, outreach, and fundraising events

SCHEDULE

The bulk of the work hours will happen during regular business hours, with some nights and weekends as the production schedule requires. The ideal start date is August 2023. Our production season typically runs August through May each season.

REQUIREMENTS OF THE POSITION



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Technical Knowledge and Experience:

- Experience working in a professional technical theatre environment; 3+ years preferred
- Familiarity with cutting, styling, and sculpting a wide variety of hair textures
- Experienced in make-up techniques for a wide spectrum of skin tones
- Experience creating special effects make-up and prosthetics
- Willingness to learn and expand capabilities with additional training
- Must be able to multi-task multiple projects, maintain organization, and be detail oriented
- Possession of a cosmetology license a plus

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

COVID Policy

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination for COVID-19 OR documentation for a medical or religious exemption before the first day of work

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Paid Time Off, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, Cover Letter detailing why you are the best candidate for the position

Deadline: Review of applications will begin **May 22nd, 2023**. Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact imerwin@milwaukeeep.com

[Submit Application Materials Online](#)

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. Additionally, any physical demands described 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.