RESPONSIBILITIES OF THE HAIR & MAKE-UP DESIGNER

Below is a list of the items that are to be delivered to the costume studio supervisor and make-up supervisor on the design due dates. Developing the wig and make-up design with the Director and the Costume Designer. Additional responsibilities are also listed to give the designer an idea of what is expected of them. If a student is awarded a hair/make-up design production position, you will also be required to have a series of meetings with the costume studio supervisor and/or make-up supervisor in order to mentor their design.

1. Designs character makeup and hair designs.
2. Creates sketches for designs.
3. Instruct actors on techniques of application.
4. Supervises actor’s hair cuts for productions
5. Has knowledge of:
   a. Makeup and wig care
   b. Wig storage
   c. Costume shop safety
   d. Wig and makeup historical periods

ADDITIONAL RESPONSIBILITIES:

1. Attend all production meetings
2. Adhere to Budget
3. Work with Stage Manager and ASM for rehearsal costume needs
4. Work as a team player to develop a unified design concept
5. Submit completed renderings for each character
6. Attend rehearsals or run-throughs throughout the rehearsal process as needed.
7. Check to see that the actors have rehearsal clothes if needed.
8. Coordinate with the supervisor on scheduling fittings
9. Work with supervisor to establish design details for cutting and pulling purposes.
10. Attend AT LEAST two rehearsals and/or run-throughs including the Designer Run-Thru prior to the Final Costume Design due date.
11. Cut, pattern and drape costumes if needed.
12. If not employed by the costume shop, the designer must arrange to talk to the shop supervisor at least once each day and to arrange with the supervisor a working schedule for the build period.
13. Update the "to do" list for shop each morning and especially after every dress rehearsal.
14. Work with the shop supervisor to make sure all aspects of the costume designs are as complete for dress rehearsals.
15. Make sure all costumes are in the dressing rooms before dress rehearsal begins.
16. Make sure all costumes are tagged with the appropriate name of the actor
17. Attend all dress rehearsals