



### **Job Description**

**Job:** Wigs Assistant

**Responsible to:** Head of Wigs

**Salary:** Above BECTU minimum <https://bectu.org.uk/>

**Probationary Period:** 12 weeks

#### **Contract:**

**Wigs Assistant** - Initially fixed term for 12 months. The position is full time and evening and weekend work will be required. Performance schedule Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

**Start date:** As soon as possible.

**Location:** Apollo Victoria Theatre, London

**Personal Attributes:** High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude, and a sense of humour.

**To apply:** please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to [joinus@playfuluk.com](mailto:joinus@playfuluk.com) with your name and the role you are applying for in the subject line by 10am on **Friday 9<sup>th</sup> August 2024**. Please include 'Wicked Recruitment' in the title of your email.

**To assist with the shortlisting process, please save your CV as a pdf, with the file name "'First name' 'last name' – CV"**

Responsibilities may include but will not be limited to:

- maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production;
- working alongside your team, other technical departments, stage management, the acting company, resident creative team members and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- attending all rehearsals, show calls, maintenance calls, as required by your Head of Department or the Company Manager;
- assisting with the preparation and maintenance of all wigs, make-up and equipment required by your department, including checks prior to each performance, as requested by your Head of Department;
- acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- deputising for the Deputy Head of Department in their absence, if requested;
- having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- assisting your Head of Department in compiling and keeping updated cue sheets and other

- relevant show paperwork including the wigs and make-up show running bible;
- working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- complying at all times with the rules and regulations in force at the venues under the control of the Production;
- having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with these policies;
- such other services as are customarily provided by a Wigs Assistant in relation to the production of a first-class musical stage play; and
- any other duties as may be reasonably required in the course of your duties or as instructed by the Head of Wigs, Wigs Supervisor, Company Manager, Production Manager or General Managers from time to time.

**We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments. Please note all applicants must have the right to work in the UK.**

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WLPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are **Marc Platt, David Stone, and Universal Stage Productions**. In the UK, **Michael McCabe** is Executive Producer and **Playful Productions** are the General Managers.