COME FALL IN LOVE – The DDLJ Musical – Head of Wigs Job Description

Job: Head of Wigs
Responsible for: Deputy Head of Wigs, Wigs Assistant, Wigs Dresser
Salary: Above UKT / BECTU minimum
Probationary Period: 4 weeks
Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required.
Contract Dates: As soon as possible – 22nd June 2025 (dates subject to change)
Location: Rehearsals in London until Saturday 17th May with the performance venue being Manchester Opera House, Manchester

Preferred: Minimum 3 years' experience as a Head of Wigs on a large-scale West End musical or equivalent experience.
Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organisation 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.

KEY RESPONSIBILITIES

Your responsibilities as the Head of Wigs for the Production will include all the services usually required of the Head Wigs for a first class production of the scale of the Production, which you agree to carry out to the highest professional standard.

The whole company will be expected to work as a team and occasionally offer support to other departments. You may be asked to cover other departments' show plots in an emergency.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- Managing your department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Managing departmental staff absences and ensuring an adequate level of show cover at all times;
- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company 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, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;

- Taking responsibility for the preparation and maintenance of all wigs, make up, and equipment required by your department, including checks prior to each performance, with an awareness of cast absences, understudy and swing performances, if any;
- Cutting and maintaining cast hair styles as set by the Creative team;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Reading and responding to show reports;
- Compiling and keeping updated cue sheets and other relevant show paperwork including the wigs and make up show running bible;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Such other services as are customarily provided by the Head of Wigs in relation to the production of a first-class musical;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Hair and Make-Up Supervisor, Company Manager, Production Manager, General Managers or the Producers from time to time.

To apply: please send a CV and a short covering letter outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line. **Please note that we will review applications and conduct interviews on a rolling basis until a suitable candidate is appointed.**

Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.