



## **COME FALL IN LOVE – The DDLJ Musical – Wigs Assistant Job Description**

**Job:** Wigs Assistant

**Responsible to:** Head of Wigs

**Salary:** Above BECTU / UKT minima

**Probationary Period:** 4 weeks

**Contract:** Fixed Term; performances are 6 days per week, evening and weekend work will be required.

**Contract Dates:** On or about Monday 12<sup>th</sup> May 2025 – Sunday 22<sup>nd</sup> June 2025 (dates subject to change)

**Location:** Rehearsals in London until Saturday 17<sup>th</sup> May with the performance venue being Manchester Opera House, Manchester

**Preferred:** Minimum 3 years' experience as a Wigs Assistant 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**

Responsibilities for the Wigs Assistant for the Production will include all the services usually required of the Wigs Assistant for a first-class production of the scale of the Production, carried 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:

- Under the supervision of your Head of Department, 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, 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;
- 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 absence cover for other members of your department as required;
- 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, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date;
- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and attending any training deemed necessary;
- 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 the Wigs Assistant 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 Head of Wigs, 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](mailto: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.**