



Job Description

Job: Wigs Assistant (Part Time)

Responsible to: Head of Wigs

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

Probationary Period: 12 weeks

Contract:

Wigs Assistant (Part Time) - Initially fixed term for 12 months. The position is part-time (**3 days, 24 hours**) 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 with your name and the role you are applying for in the subject line by **10am on Tuesday 27th January 2026**. 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.

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