



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** **Senior Technician, Wigs and Make-up (Ballet/Opera)**  
*Equality, Diversity and Inclusion (Fixed Term Contract)*

**Reports to:** **Senior Manager and Assistant Managers**

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### **Overall Purpose of the Job:**

Working under the line management of the Assistant Managers, reporting progress to the Senior Manager for the duration of the fixed term contract.

Working as an effective member of the Wig and Make-up Team, to ensure that all wig and make-up related activities, rehearsals and performances are carried out to the highest possible standards of quality, consistency, and safety, whilst upholding the highest principles of presentation and courtesy. This role is expected to work across both Ballet and Opera disciplines required.

This role is a fixed term contract funded post with a focus on Equality, Diversity and Inclusion initiatives in Wigs and Make-up skills, specifically global majority hair care. The role will include training and external placements and sharing that learning across the department.

### **Main Responsibilities:**

#### *Day to day operations*

- Working effectively as a member of a team, participating in and where necessary overseeing all costume performance related work including attending meetings as required.
- Provide support for artists and production teams during rehearsals and performances, undertaking all performance related wig and make-up preparation for changeovers, rehearsals and performances, coordinating work in the wig and make-up preparation areas, as well as coordinating and actively participating in the setting of wigs and make-up related items in the dressing rooms and stage areas as required.
- Be fully conversant with all routine wig and make-up procedures and protocol and able to supervise and induct other staff, including casual Wig and Make-up technicians, in all standard wig and make-up preparation and performance related activities as required.
- Assist with the packing, listing, coding and storage of wig and make-up related items as instructed by senior managers and the Logistics Team.
- Ensure all relevant tools, equipment and machinery are kept in good working order.

- Fully conversant with ROH costume database and asset management systems, ensuring all show data and Wig and Make-up related information is accurate and up to date.
- Consistently deliver wig and make-up production and revival processes to the highest standard and facilitate a smooth crossover of the relevant wig and make-up items from Production to Performance teams.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Assist in creating risk assessments and method statements and follow existing and approved risk assessments and method statements.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to COSHH.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Communication and Relationships*

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships.
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.

#### *Leadership*

- Supervise the work of Technicians and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

#### *Deliverables*

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

## PERSON SPECIFICATION:

### *Skills and Experience*

- A proven track record in performance-related Wig and Make-up work for major companies, experience of Ballet or Opera repertoires an advantage.
- An excellent background in all wig and make-up preparation techniques including the ability to make wigs and facials.
- Proven ability to realise make-up looks from an existing design, awareness of hair types and the latest hair and wig styling techniques and products, creating historical period styles, wig fittings, and carrying out routine alterations and re-fronting.
- Demonstrable experience in running performances and providing excellent levels of customer care, for a large-scale theatre, presenting Ballet or Opera an advantage.
- Demonstrable understanding of Health and Safety legislation relevant to theatre and able to contribute to suitable risk assessments.
- Good MS Office skills appropriate to the role.

### *People Skills*

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

