

Overview of Role

Hair and make-up trainees work with other members of the hair and make-up team and are the most junior grade in the department. They may have gained experience in a different role such as a salon hairdresser looking to move into film and television. Trainees can also help in many other areas and specific tasks may be allocated to them depending on their experience, ability, and confidence. A good trainee is certainly an asset to the team. The roles, associated responsibilities and tasks will vary considerably from one production to another, taking into account the trainee's ability and experience.

Trainees also often work alongside the juniors, helping the juniors, and learning from the juniors.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale/ budget band / genre of the production.

1. Pre-production

- Help with artist / performer fittings, by taking photographs and completing fittings sheets, shopping for stock, setting up the make-up trucks or rooms, assisting with paperwork, helping prep wigs and facial, and preparing prosthetics such as filling moulds
- Prepare fittings and continuity files and any other files required by the designer or supervisor
- Assist with loading or unloading and setting up of make-up rooms, trucks, marquees, or dog boxes (as relevant), ensuring stock and kits are where they need to be and are also stored correctly, and that storage areas are labelled up correctly
- Help clean and prepare all work areas and equipment

2. Hair and make-up fittings and tests

- Assist with the fittings of the artists / performers under supervision from the designer or supervisor
- Assist with crowd fittings either in pre-production or during production
- Photograph the supporting artists (SAs), stunts, or stunt doubles, and log the required hair and make-up information on the fittings sheets
- Record on the fittings sheets details of the hair and make-up carried out including haircuts, hair colouring, wig stock numbers, facial, or tattoos, so this can be entered on the fitting sheet for that artist / performer, along with clear 360-degree photos and any other photos that may be required, such as existing tattoos
- Organise the set bags for each cast member / artist / performer, if one hasn't already been made, ensuring they are all clearly labelled

3. Administration and resources

- Order the hair and make-up products for the production, as required
- Create stock, equipment and materials spreadsheets, if these haven't been provided by the designer or supervisor
- Work with the make-up supervisor to put together a spreadsheet detailing numbers for chairs, tables, work stations and mirrors required throughout filming
- Ensure storage facilities, dog boxes, etc., are set up
- Identify health and safety aspects within the hair and make-up department. Set up and label where necessary, cleaning areas and storage areas / cupboards for adhesives and solvents

- Store products and equipment working to health and safety guidelines

4. Work with the hair and make-up team

- Check that everything is tidy, and prepared ready for the day ahead.
- Assemble a main set bag for the core team including items to deal with any significant changes required for the hair, wigs, make-up and prosthetics design. This bag should be checked every day before travelling to set
- Assist the more senior grades with aspects of the hair and make-up application, such as passing pins, dirtying down, or helping with body make-up
- Ensure any new hair and make-up notes are documented, and also 360-degree photographs (front, back, each side, ideally in daylight) are taken of each look for all artists / performers, in addition to continuity photographs and notes
- If allocated an artist / performer, carry out any hair and make-up required using appropriate techniques under the supervision of the designer or supervisor
- Help the team on set with checks, particularly if they are working in the crowd room
- Carry out departmental tasks, such as clearing up from the call, help with the prepping of wigs or facial, preparing and filing moulds, stock checks and ordering, and helping updating paperwork and continuity files
- Check workstations throughout the day, tidying up products and kits, and cleaning any brushes that have been in use
- Prepare for wrap by organising artists' workstations with products and equipment needed for de-rig, making sure hot towels are ready, and then assisting in the de-rig of artists / performers
- Prepare for the following morning, by helping to clean wigs and facial, and preparing other items such as prosthetic pieces or temporary tattoos
- Complete end-of-day paperwork, such as logging working hours
- Sort out and set up in an orderly manner fittings sheets, wigs, facial and other items in the crowd room ready for the following morning

Role Specific Skills:

- Assisting the designer, supervisor and artists with any jobs and tasks they may have
- Completing assigned paperwork
- Monitoring and ordering of stock
- Monitoring continuity ensuring it is filed or logged correctly, is up to date and complete

Other / Transferable Skills:

- Communication: communicate the hair and make-up department's requirements to others, ensuring good communication at all times within the department and with artists / performers
- Teamwork: collaboration within own department and with others
- Problem-solving: dealing with obstacles or issues that may arise, finding solutions and contingency planning
- Organisation: organisation is vital to the department to ensure it runs smoothly and efficiently
- Time management: have the ability to work to the pre-determined deadlines
- Adaptability: have the ability to deal with ever changing schedules and be able to adapt accordingly

Attributes:

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment