

### **Overview of Role**

Hair and make-up juniors work with other members of the hair and make-up team, their role is similar to that of a hair and make-up artist. A hair and make-up junior will have experience of basic hairdressing and make-up application and can carry out basic hair and make-up work. They work under instruction from the hair and make-up designer or supervisor and may be allocated artists or performers to make up but only those who do not require complex hair, make-up or continuity.

Hair and make-up juniors will also often assist other members of the department, such as the hair and make-up artists. Juniors will also help in many other areas, such as standing by on set, dealing with continuity, paperwork, blocking and washing wigs, filling moulds, ordering stock, shopping for the department, or running errands.

### **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**

- Assist with artist / performer fittings, 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
- Assist in researching the style, genre and or period of the production
- Create an address file of suppliers and help establish an ordering system
- Prepare admin paperwork to assist the team with planning of staff and stock for the production
- Prepare fittings and continuity files and any other files required by the designer or supervisor, if these haven't been done by another member of the team
- Prepare stock lists for regular checking to ensure stock levels are met for each day of filming
- Assist in producing mood boards and other information or documentation on the genre, style, or period for the overall look of the production, individual scenes or characters
- Assist with loading or unloading and setting up of make-up rooms, trucks, marquees, 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
- Incorporate sustainability measures where possible within the department
- Help clean and prepare all work areas and equipment

#### **2. Hair and make-up fittings and tests**

- Carry out fittings of the artists / performers they will be looking after during the production under supervision from the designer or supervisor
- If working in crowd, help on crowd fittings either in pre-production or during production
- Record on the fittings sheets for each artist / performer details of the hair and make-up carried out including haircuts, hair colouring, wig stock numbers, facial, or tattoos, along with clear 360-degree photos and any other photos that may be required, such as existing tattoos
- Organise a set bag for each cast member / artist / performer that the junior is responsible for, if one hasn't already been made

### 3. Administration and resources

- Compile a detailed list of suppliers and their contact details, and source alternative suppliers in case current suppliers are not able to meet your requirements
- Order the hair and make-up products for the production, raising purchase orders 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. Hair and make-up application and the shooting day

- 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
- If no fittings or tests have been carried out and it's a 'fit on the day', ensure that what is planned and any requirements are discussed in advance with the designer and / or supervisor
- Ensure the 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 artists / performers carry out hair and make-up required using appropriate techniques
- Assist the designer, supervisors or artists during the call if required
- Go to set if you have artists / performers on set, or if they are requested to standby on another artist / performer
- Carry out 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 updating paperwork and continuity files
- Help the trainees carry out checks on workstations throughout the day, tidying up products and kits, and cleaning any brushes that have been in use
- Help the trainees prepare for wrap by organising artists' workstations with products and equipment needed for de-rig, making sure hot towel are ready, and then assisting in the de-rig of artists / performers
- Prepare for the following morning, by cleaning, blocking, washing (if required), setting, dressing of wigs, cleaning and dressing facial, preparing other items such as prosthetic pieces and temporary tattoos
- Complete end-of-day paperwork, such as logging working hours
- Assist the trainees with setting out of the fittings sheets, wigs, facial and other items in the crowd room ready for the following morning

### **Role Specific Skills:**

- Basic experience of hairdressing and make-up application
- Assist the designer, supervisor and artists with any tasks they may have
- Complete assigned paperwork
- Monitoring and ordering of stock

- Monitoring hair and make-up continuity ensuring it is filed or logged correctly, is up to date and complete
- Working with the trainees to improve their skills

**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