

Overview of Role

Hair and make-up artists work under the instruction of the hair and make-up designer or supervisors. They are expected to have an extensive range of skills in both hair and make-up, including modern-day and period hair and make-up, wigs, facial, possibly hair cutting, casualty work and prosthetics.

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

- Read the scripts and the designer's and / or supervisor's script break downs and other information
- Research the style, genre and or period of the production
- Break down the script in order to get a better understanding of the script and what may be required in terms of hair and make-up, particularly for the artists / performers who they may have allocated to them
- Undertake various tasks assigned by the designer or supervisors, such as to help with artist / performer fittings, shopping for stock, setting up the make-up trucks or rooms, assisting with paperwork, dress wigs, facial, or preparing prosthetics

2. Hair and make-up fittings and tests

- Undertake the fitting or test for the artists / performers they will be looking after during the production
- Undertake crowd fittings either in pre-production or during production. Crowd fittings may also occur at the unit or crowd base during a filming
- 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 a set bag for each individual that the artist is responsible for, if one hasn't already been made

3. Administration and resources

- May be required to carry out or assist in various administration tasks
- May be required to carry out or assist in inventories of stock, and the designer's own supplied stock and kit, and also ensuring all stock and equipment is stored correctly
- May also carry out or assist with ordering of stock and hired-in equipment

4. Hair and Make-up application and the shooting day

- 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
- When it is a 'fit on the day', or there has been a costume, hair or make-up change, ensure a member of the team documents the hair and make-up notes, and also ensures 360-degree photographs (front, back, each side, ideally in daylight) are taken. This is in addition to any continuity photographs taken on set during the day
- Carry out hair and make-up required using appropriate techniques
- Keep abreast of all continuity and hair and make-up changes for their artists / performers
- Travel to set with their artist / performer and possible others, and standby on them throughout the day's filming, ensuring their artists are checked when required, hair and

make-up changes carried out, and that continuity photographs are taken, and continuity notes recorded if required

- Check that the trainees and / or juniors have everything prepared and ready in advance for the de-rig of the artists, ensuring all stations are tidy and have required products and materials, including hot towels for the de-rig
- Check if any wigs or facial removed will need the lace cleaning and then blocking and redressing, as required
- Check small prosthetic pieces that may be required for the following day are made in advance

Role Specific Skills:

- Monitoring and logging the hair and make-up continuity of artists / performers
- Experience of applying make-up and prosthetics for screen productions
- Experience of dressing and styling hair for screen productions

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