

Position Overview

Job Title: Wig & Makeup Supervisor

Reports to: Costume Shop Manager

FLSA Status: Exempt

Compensation Rate: \$725.66/wk

Benefits: Medical & Supplemental Insurance, 401k, PTO, Company Recognized Holidays, Barter Partnership Programs & Discounts, Housing

Position Summary

Barter Theatre seeks an experienced Wig & Makeup Supervisor to be a part of the Barter costume shop. The Wig & Makeup Supervisor reports to the Costume Shop Manager, working collaboratively with the Costume Designer and the costume shop/wardrobe teams to produce a cohesive costume vision for each production. Employment dates are August 26 - November 23, 2025. Further employment opportunities available through December 2025.

Responsibilities

- Choose and fit appropriate wigs from stock per discussion with Costume designer, researching styles as needed
- Construct, front, purchase and alter wigs/facial hair as needed
- Build specialty wigs as needed
- Request fittings through the shop manager/foreman
- Collaborate with Costume Designer and performers concerning the use of the performer's own hair
- Style wigs/facial hair as determined with Costume Designer
- Meet all deadlines for fittings, publicity photo calls, and dress rehearsals.
- Create a Wig Bible for each production. The Wig Bible shall contain photographic/video references for all sets and styles, and shall be released to the Wardrobe Supervisor prior to tech for use throughout the run of each production.
- Promptly update the Wig Bible as necessary
- Create makeup schematics for each character. Determine, with the Costume Designer and Shop Manager, all makeup and makeup tools to be purchased for each production.
- Instruct Wardrobe in the maintenance of established wig/hair styles and makeup applications
- Create and execute a washing/restyling schedule for each production in accordance with AEA regulations
- Monitor all wigs/facial hair/makeup regularly to ensure the integrity of the wig/makeup design is being maintained throughout each run.
- Attend dress rehearsals as requested, promptly addressing any notes for the next rehearsal block/performance
- Maintain a clean, neat and safe studio
- Other duties as assigned

Qualification & Experience

- At least two years professional experience in wigs, makeup (including SFX), and prosthetics

- Ability to self-manage
- Collaborative, team-oriented work ethic
- Cosmetology a plus
- Experience in rotating repertory a plus

Organizational Overview

Currently celebrating its 92nd year, Barter Theatre is a repertory company of resident artists dedicated to serving others by creating world-class theater in the heart of Appalachia. Barter's vision is to maintain a sustainable model of producing world-class theater that entertains, engages, and connects artists and audience, while reflecting the inherently Appalachian values of hard work, generosity, service, and story. Barter produces musicals, classic plays, and new work March-December including the nationally renowned initiatives Appalachian Festival of Plays and Playwrights and Black Stories Black Voices.

Equal Employment Opportunity Commitment

Equal employment opportunity and an inclusive and representative staff are fundamental at Barter Theater. Our employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/preference, political position, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

To Apply

To apply for this position, please submit a current resume, portfolio, cover letter, and four references to **asullivan@bartertheatre.com**. Cover letters should include why this position and organization are attractive to you and what you feel you bring to the table that makes you a great fit for Barter Theatre.