

Wig, Hair, & Makeup Run Crew

The Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a **Wig, Hair & Makeup Run Crew**. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates four performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, the 165-seat, newly renovated Copley Theatre, and the brand new Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600 square foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals (which has the largest theater subscription base in the country) and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

The ideal candidate possesses experience in a myriad of costume and wig repair techniques and maintenance and has worked in a leadership role on a wardrobe run crew.

DEPARTMENT – Production

DIRECT REPORTING – Wardrobe, Wig, Hair & Makeup Crew Head; Lead Stagehand; Crew Manager

WORKS CLOSELY WITH – Wardrobe Crew; Wig Shop Management; the Wig, Hair and Makeup Designer; Lead Stagehand; Costume Shop Staff

POSITION STATUS & SCHEDULE – Part-time, hourly. Extended hours during tech. Normal schedule has an 8 show week (two on Wednesdays, one Thursday, one Friday, two on Saturday, and two on Sunday). 4 hours minimum for each daily call; overtime after 8 hours in a day. The call will include enough time before the show to do general touch-up maintenance on the wigs and presets throughout the theater. Attendance required at occasional understudy rehearsals and/or marketing events.

COMPENSATION – Hourly position; \$30.00/hour

HIRE DATE – Early-mid August

GENERAL RESPONSIBILITIES – Wig, Hair and Makeup Run Crew works closely with Designers, Wig Shop Management, Wardrobe Crew and Stage Management to ensure performers are in their correct Wig, Hair and Makeup according to the design. Crew will coordinate smooth, organized wig/hair/makeup changes and execute timely and accurate tracking of wigs and makeup.

KEY RESPONSIBILITIES –

- Tidy and maintain the wig styles while maintaining the integrity of the wig, hair and makeup designs
- Prep the wigs and makeup products before the show
- Preset wigs, supplies and makeup products as needed throughout the theater
- Assist the performers into wigs, hairstyles and makeup at the half hour call and throughout the show
- Track the placement of the wigs and makeup throughout the theater during the run of the show
- Inform the Wig Shop Manager/Designer of supply and repair needs
- Work with the Wardrobe team to coordinate the implementation of all quick changes
- Coordinate a half hour schedule to get all of the performers ready for the top of show
- Attend Designer Run
- Distribute products and supplies to performers during load-in, as directed by Wig Shop Manager/Designer
- Work with the Wardrobe Crew Head in the creation of personalized run sheets

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES –

- Proficient wig application/styling and theatrical makeup skills
- Knowledge of theatrical style, conventions and terminology
- Strong communication skills
- Background in theatre
- Ability to keep a cool head in stressful situations
- Strong organizational skills
- Ability to work with minimal supervision
- Ability to follow maintenance instructions from wig shop management

PREFERRED EXPERIENCE, SKILLS and ABILITIES

- Basic sewing and wig construction skills

HOW TO APPLY

Please submit a cover letter and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

APPLY FOR THIS JOB ONLINE

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Kelly Lipsey, Crew Manager), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.