

## WIG, HAIR AND MAKEUP ASSISTANT

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 and Makeup Assistant (WHAM Asst)**. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals 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.

DEPARTMENT – Production

DIRECT REPORTING – This position reports to Wig, Hair and Makeup Manager (WHAMM)

WORKS CLOSELY WITH – Wig Designers, Costume Shop Director, Associate Costume Director, Costume Designers, Costume Crafts Specialist, WHAM Stage Crew, Directors, Stage Management, Production Department, Artistic Department, Finance and HR Department, and other Creative, Technical and Production Team Members

POSITION STATUS & SCHEDULE – Full time exempt; generally 8-9 hour days; work days shift based on the size and length of the currently running show to facilitate and assist with show maintenance (i.e. Wednesday-Sunday during the run of shows with more than 25 wigs and/or a show run time of 3 hours or more; Monday-Friday in between production runs or if a running show has less than 25 wigs/less than a 3 hour show run time; extended hours during tech; some weekends, nights and holidays

COMPENSATION – Annual salary starting at \$45,000. Position also qualifies for an excellent benefits package including health insurance, paid holidays, vacation, personal and sick time, paid parental/family leave, 401K with employer match, and complimentary tickets.

HIRE DATE – As soon as January 29, 2024

POSITION SUMMARY – Wig, Hair and Makeup Assistant will assist WHAMM in establishing and executing Wig, Hair and Makeup Shop operations. Wig, Hair and Makeup Assistant will also work with



WHAMM, Designers, Costume Director, Stage Management, Costume Crafts Specialist and WHAM stage crew in the realization of the wig, hair and makeup design from conception to implementation for productions presented and produced in all venues operated by Aurora Civic Center Authority.

#### KEY RESPONSIBILITIES

- Meet with the WHAMM to review the progress of the builds as often as necessary and assist in determining weekly production work goals for WHAM Shop.
- Throughout the builds, assist with head wraps, pad outs, foundation making, ventilation projects, and styling as requested by WHAMM.
- Read and become thoroughly familiar with the scripts for upcoming ACCA productions.
- Work with WHAMM to review Character Scene Breakdowns from directors and/or designers to identify and resolve any related challenges for ACCA productions.
- Attend and participate in design meetings, designer runs, tech, and previews for ACCA productions as requested by WHAMM.
- Help set up for fittings and assist with acquisition of head wraps and measurements.
- Read all daily calls and rehearsal and performance reports and work with WHAMM to execute report requests.
- Work with WHAMM to track and verify completion of designer notes.
- Participate in shopping trips as requested to acquire materials and pieces needed for designs for all ACCA productions.
- Throughout tech and previews, assist WHAMM with daily requirements as needed for all productions.
- During preview process, update/finalize WHAM lists, including understudy items.
- Assist with coordination and supply of WHAM needs for covers slated to appear in understudy and/or swing tracks for all ACCA productions.
- During the run of a show, assist with daily wig maintenance to maintain designs throughout run.
- Work with WHAM stage crew to acquire supplies as needed throughout performance run.
- Work with WHAMM to manage and maintain an organized, clean, optimally functioning, safe work environment in the WHAM Shop.
- Work with WHAMM to manage wig inventory, maintenance and storage.
- Additional duties as assigned by WHAMM, WHAM Designer, Production Management, or member(s) of senior staff.

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

- 3 years' professional wig, hair and makeup experience.
- Demonstrated proficiency in wig, hair and makeup design, construction, ventilation, styling and show running coordination.
- Knowledge of wig making and styling tools, wig shop equipment, hair and makeup products and wig prep.
- Excellent written and verbal communication skills; organizational, budgetary and time management skills.
- Capacity to maintain good humor in stressful times and approach challenges in a calm, creative, diplomatic manner.



- Keen ability to work independently *and* collaboratively in a fast paced, rapidly changing environment.
- Current knowledge of MS Word, Excel and Outlook.
- Ability to occasionally work long hours and manage an irregular schedule including nights, weekends and holidays.
- Willingness to learn and experiment with new techniques and ideas.

#### PREFERRED SKILLS

- Knowledge of prosthetic materials and creation
- Cosmetology license

*Due to frequent and necessary interaction with performers, successful candidates for employment are required to be fully vaccinated against COVID-19 before they begin work and will be required to provide proof of vaccination. "Fully vaccinated" for COVID-19 is defined as being more than 14 calendar days from completion of a primary series of an FDA or World Health Organization authorized or approved vaccine. Additionally, applicable COVID-19 boosters are strongly encouraged.*

#### 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: Katie Cordts, 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.***