



PRODUCTION TEAM POSITION DESCRIPTIONS

MAKE-UP AND HAIR COORDINATORS AND TEAM MEMBERS

Reports to the Production Manager

1. Attend early creative team meetings and commence planning well ahead of rehearsal period
2. Create make-up and hair designs: Prepare a look book/display that demonstrates colours, styles/designs for each character
3. Collect cast member clothing size details early in the schedule and prioritise costumes according to the publicity schedule
4. Organise to practise with cast members outside of rehearsal time, early in the production schedule. Ensure designs are practised, approved and ready for the photo shoot(s)
5. Recruit and support a team of make-up or hair artists
6. Ensure the team is well staffed, and attend publicity photo shoots
7. Arrange purchase of required materials, prioritising use of available resources and stay within budget
8. Maintain an accurate record of all expenditure (including receipts)
9. Be prepared to creatively re-design any part of the concept that does not meet budget requirements
10. Attend production meetings to report on progress and expenditure
11. Attend all technical and dress rehearsals and the opening night
12. Advise cast of personal make-up and hair requirements eg sponges, eye lashes, brushes, eye make-up etc.
13. Complete the post-production feedback survey in a timely manner

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