MAKEUP SHOP ASSISTANT DUTIES

1. The Makeup SA implements the design as prepared by the Makeup Designer for each production.

2. Read the script. Consult with the Costume and Makeup Designers to discuss their needs before production meeting five.

3. Find out from the Stage Manager where and when meeting six will be held. Attend it.

4. Purchase and maintain a stock of makeup and supplies. All purchases must be approved by the Costume Director in advance. Receipts must be turned into the Costume Director. Sales tax will not be reimbursed.

5. In collaboration with the Makeup Designer, pull and assign all makeup to be worn.

6. Work publicity picture calls, and all dress rehearsals and performances. Put makeup out for actors each night and lock it up when they are finished.

7. Coordinate with the Makeup Designer to hold a makeup workshop if the production requires one.

8. Assist actors with difficult makeup or hair, however, most should be doing their own.

9. The Makeup Designer will make the initial purchase of makeup for a production, however, if something runs out during the run, replace it.

10. Strike makeup after each production and arrange to re-order any supplies.
necessary to replenish the stock.

11. Keep the makeup and hair cabinets clean, organized, and LOCKED at all times.

12. Be on time and productive at all work calls.

13. Any deviations from the above must be approved by the Costume Director.

14. Serve as the Makeup Designer for productions if needed.

15. Directly responsible to Costume Director and PSM and Makeup Designer during the run.