POSITION DESCRIPTION: Make-up Designer

HOURS: Estimated Minimum 25 hours/production

General Accountabilities
The make-up designer collaborates with the director to create the make-up design for the production, and is responsible to the producer.

Specific Duties

- Collaborating with director on establishing a make-up/hair design
- Collaborating with other designers
- Creating colour sketches of make-up/hair that communicates the final "look" of characters
- Buying make-up and accessories
- Attending production meetings
- Attending rehearsals as needed
- Attending costume parade, dress rehearsals, etc.
- Sanitizing supplies prior to and following each production.
- Reviewing makeup application and daily sanitation procedures with cast.
- Coordinating make-up artists for performances
- Arranging to replenish make-up/hair supplies during the run
- Working within a budget
- Ensuring safe storage of make-upsupplies following Close
- Attending a post-production meeting to review to discuss what went well and what could be improved, as input to a Post-Production Report coordinated by the Producer.

Sanitation Procedures

Pre-Production:

- Thorough cleansing of supplies prior to opening by spraying powders and creams with 99% Isopropyl alcohol (rubbing alcohol)
- Deep clean brushes if not already clean with a makeup brush soap

During Production

- Spray all makeup surfaces with 99% Isopropyl alcohol (rubbing alcohol) each night when finished for the night.
- Clean brushes each night with a makeup brush cleaner spray or colour switching spray (such as the Cinema Secrets makeup brush cleaner)
- Return supplies to the designated makeup station/storage each night.
- Deep clean brushes after the first week of a major production. Allow 12 to 24 hours to dry prior to next performance.

Post-Production

- Thorough cleansing of supplies by spraying powders and creams with 99% Isopropyl alcohol (rubbing alcohol)
- Deep clean brushes if not already clean with a makeup brush soap. Allow 12 to 24 hours to dry before storing or using again.
- Return supplies to their storage containers according to labeling.