**Makeup Crew**

The makeup run crewmember is responsible for the care and uses of makeup and hair throughout the run of the show.

**Responsibilities:**

- Assist performers in applying makeup and appearing on stage as designed by the makeup designer and as directed by the makeup crew head.

- Assist performers with quick changes.

- Attend crew a run-thru rehearsal prior to tech.

- Attend load-in meeting/presentation.

- May be asked to attend make-up workshop and tech rehearsals.

- Attend quick-change rehearsals.

- Attend all dress rehearsals, performances, archival photo shoot, and strike.

- Check in makeup pieces prior to each dress rehearsal and performance in a timely manner.

- Retrieves all makeup pieces and checks out after each dress rehearsal and performance. Maintain backstage changing areas in neat and proper arrangement.

- Remind performers of food, beverage and smoking policy, and to please keep dressing rooms organized.

- Maintain a calm, professional demeanor for performers in your care.

- Maintain makeup, wigs, and hair appliances during dress rehearsals and performances. This includes but is not limited to: repairs, cleaning, and setting wigs.

- Relay makeup notes to the makeup crew head on matters of specific rigging or performer comfort or safety. Report all emergency situations to stage management.

- Assist with the smooth operation of archival photo call by preparing ahead of time and being attentive to activity onstage.

- Perform other duties as assigned by the makeup crew head and/or shop supervisor.

I have read and accept these responsibilities.

________________________________________________________

Date                     production