

MAKEUP CREW PRACTICUM TRAINING (revised 9/19/2016)

The following information is general knowledge and training required for all shows. The graduate teaching assistant will train and supervise the crews for individual productions.

EXPECTATIONS & RESPONSIBILITIES:

- Professional deportment:** working with actors as a makeup crew member requires discretion, diplomacy, and attention to your personal hygiene.
- Chain of command:** crew head, G.T.A. (graduate teaching assistant), designer, stage manager, tech director, costume shop professional staff.
- You are required to be at final run-thru, techs, dresses, performances and strike. You may be assisting other crews at the discretion of the stage manager.**
- Maintain the look of the show as set by the designer.**
- Check wigs and facial hair before and after each performance. Notify Costume Shop of any issues.**
- Preset any pertinent wig and hair pieces backstage** (actors will check these presets).
- Quick changes:** set up and maintain quick change areas, choreograph and rehearse quick changes with actors.
- Adherence to good hygienic practices.** Clean equipment and work area. No sharing of makeup is allowed.
- Assist actors with makeup as needed.** Actors should provide their own basic makeup kit.
- Assist actors with putting on and removing wigs and facial hair.** You will be working with wig caps, wig and hair pins, spirit gum and remover, and toupee tape.
- Clean wig lace fronts and facial hair.**
- Do basic wig maintenance.**
- Keep tabs on supplies and anticipate needs.**
- Strike after final performance.**

BE FAMILIAR WITH THE FOLLOWING:

Makeup Plot and research provided by the designer.

TOUR (you will be shown the location of the following):

main shop: machines, supplies (esp. thread, needles, pins, hooks & eyes, snaps, buttons, scissors, tape, nail polish, shoe laces), show cubby, show fabrics and trims, wardrobe cubby, aprons, smocks, portable racks, irons and ironing supplies, hangers, makeup room keys, first aid supplies

craft/laundry room: washers/dryers, laundry supplies, Febreze, disinfectant, towels, laundry baskets, gloves, shoe supplies, glues, tools, jewelry supplies and tools

dressing rooms: costume repair sheets, cages, actor lockers, smocks

makeup/wig room: styling capes, combs, brushes, hair setting supplies, hair & wig pins, wig caps, cleaning supplies, wig dryer, makeup supplies, hair accessories, tattoo cover

DEMO BY COSTUME SHOP STAFF AND/OR GTA:

- basic makeup application
- how to cover a tattoo
- actor hair prep for wig
- putting on and removing wig cap and wig
- applying and removing facial hair (gum and tape)
- cleaning and storing wigs and facial hair
- basic styling, maintenance of wigs

BY THE END OF YOUR CREWING EXPERIENCE, YOU SHOULD KNOW:

- the location of pertinent supplies and equipment, including makeup/wig room keys
- basic makeup application
- interpreting a makeup plot
- putting on and removing a wig (incl. prepping actor's own hair)
- applying, removing and cleaning facial hair
- why a makeup crew is necessary for a theatrical production