

Central Alberta Theatre

Position Description

Makeup Designer/Makeup Artist

The Makeup Designer/Makeup Artist's Role

A Makeup Designer/Makeup Artist for CAT productions will be responsible for the overall design, and sometimes the application, of makeup for a production. They will prepare makeup kits for each actor using makeup from CAT's stock. They will also be responsible for the care of CAT's makeup stock, and ensuring related supplies are on hand throughout the run. They will advise the Vice President – Productions of needed replenishments or additions to the stock, in keeping with the budget.

Occasionally they might be called upon for specialized make-up skills such as ageing of the face, hands and neck, contouring effects, period makeup, and some specialised techniques such as creating tattoos.

Makeup can provide information about the character as well as reinforce the mood and style of the production.

Reporting

A Makeup Designer/Makeup Artist takes direction from the director of each production and works in cooperation with the Head of Costumes and Hair Design/Stylists. They will also take direction from the Production Manager or Vice President – Productions as appropriate and as detailed in this document.

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the Stage Manager, the Production Manager, the play, the actors, the audience, and CAT:

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play

- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, Stage Manager, Director, Production Manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen
- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions and follow them
- Ensure the makeup stock is kept clean and organized throughout CAT's theatre season

Pre-Production

- Obtain a copy of the script from the director. Read the script, making notes on the makeup requirements of each character, taking into account such factors as the effect that story time may have on each character's 'look'
- Research the period if the play is historical in its setting.
- Liaise with the other Designers and Head of Costumes to ensure that the overall makeup design is consistent with the rest of the production (colour palettes, any special effects makeup requirements, etc.)
- Assess make-up requirements, taking into account how lighting can affect the look of make-up, and ensure there is sufficient makeup for the run of the production
- Work with the Volunteer Manager to recruit makeup volunteers if required

Tech Week

- Whenever possible, prepare the preliminary makeup kits for each actor prior to the Dress Run, so that as much as possible only minor changes will be needed for the Dress Run

- Ensure the dressing room is supplied with makeup-related supplies needed for the run: makeup wipes, spatulas, makeup sponges, wax paper, alcohol for cleaning brushes, etc.
- Whenever possible, train the actors on how to apply their own makeup

To facilitate planning and preparation, there will be a predictable tech week routine, in as much as is possible, for each CAT production. The routine, while flexible, will focus on the importance of keeping the overall volunteer experience as positive and enjoyable as possible.

The schedule for tech week will be largely dictated by the timing of the access to the performance.

A typical schedule for a five-day tech week could be:

Saturday:	load in and assemble stage, set, all equipment, set lights
Sunday:	AM: finalize light design with director (& cast at director's discretion)
PM:	Cue-to-Cue rehearsal (cast & full production crew) then dry tech if needed/time
Mon:	Tech Run, with lights and sound (costumes, makeup optional)
Tues:	Dress Run, costumes and makeup, lights and sound
Wed:	dark (or second dress, at the discretion of the director)
Thurs:	Preview (full show, CAT members as audience)
Fri:	Opening Night

However, sometimes we must operate with a condensed tech schedule that starts on the Sunday prior to Thursday's preview.

A typical schedule for a condensed tech week could be:

Sunday:	load in and assemble stage, set, remaining equipment (lights will be hung during the days of the week prior), set lights, finalize light design with director (& cast at director's discretion)
Monday:	Cue-to-Cue rehearsal (cast & full production crew)
Mon:	Tech Run, with lights and sound (costumes, makeup optional)
Tues:	Dress Run, costumes and makeup, lights and sound
Wed:	dark (or second dress, at the discretion of the director)
Thurs:	Preview (full show, CAT members as audience)
Fri:	Opening Night

Tech week will be supervised by the Production Manager or the Vice President Productions. They have the authority to direct minor set design changes/alterations if there are safety issues.

During Production

- If needed, apply makeup on the actors, ensuring continuity of application from performance to performance
- Upon request from the Vice President – Productions or the Production Manager, replenish makeup and related supplies as needed.

Post Production:

- If needed, clean the makeup in preparation for the next production
- Dismantle the actor makeup kits and return the makeup and related supplies to CAT
- Advise the Vice President - Productions of depleted supplies, etc.
- Participate in post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production heads to contribute information/feedback on what production elements went well and what improvements could be made
- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT productions.

