RADA

Job Description

Job Title	Wigs, Hair and Make up (WHaM) Supervisor
Job Holder	
Reports to (Title)	Head of Costume
Reports to (Name)	Kyriaki Bouska
Responsible alongside (staff)	Deputy Head of Costume, Assistant Head of Costume
Department	Costume
Hours of Work	Part time (0.5 FTE, 18.75 hours per week equivalent) This post is contracted at 0.5 FTE (equivalent to 18.75 hours per week), calculated on an annualised basis. Because the role is based around theatre production, the workload is not evenly distributed throughout the year. Periods of intensive activity, which may include full-time hours for a week or more during rehearsals and performances, will be balanced by quieter periods in which little or no work is required. Hours worked will average out to 0.5 FTE over each year.
Salary Band (Manager, Head of Department etc)	Tutor
Salary range (£)	Full time salary - £42079 per annum, 0.5FTE - £21029.5 per annum
Length of role	Permanent
HESA Category (Professional Services, Academic etc)	Academic

Prime Functions of Role:
To take a prime role in the delivery of WHaM for RADA productions and/or support students in the delivery of WHAM elements on productions. Take an active role in the preparation of teaching and classes to both Acting and Technical Students in the area of hair and make-up with Afro-textured, curly and straight hair and all skin tones.

Accountabilities & Tasks
PRODUCTION DUTIES • Supporting the Costume department to facilitate the WHaM requirements of the Academy's in-house productions, as well as 2nd year acting presentations when required.

- Liaise with the Costume staff team, and designers- in order to have an overview and understanding of the WHaM requirements for the shows.
- Organize and lead WHaM consultations for the Academy's productions, offering guidance and technical support to the acting students, designers and Costume Supervisor students.
- Attend white card and production meetings.
- Attend and support the Technical rehearsals, advising on the WHaM requirements of the shows.
- Run tutorials to pass on the methods to the costume supervisors and student dressers who will then continue the application through the show run.
- To be fiscally responsible and manage the WHaM budget for the Academy's productions.

TEACHING

- Partake in initial one-to-one sessions with Acting Students with a view to gaining knowledge of skin and hair requirements and liaising with costume to further develop their stock of products.
- Develop methods of equipping students with sensitivity, communication skills and technical language with relation to Afro-textured hair, allowing all acting students to feel at ease in the Costume Department.
- Embody and promote inclusive WHaM practise at all levels.
- Carrying out sessions with the technical students as required by the Head of Costume.
- Assist in the Assessment Process of the students.
- Support and encourage by example, the highest educational and professional standards – the needs and general wellbeing of students on courses and at all levels within the Academy.
- Ensure teaching practice remains up to date and in line with industry and RADA expectations through participating in some or all of RADA-based training, CPD, research, ongoing professional practice as appropriate.

RESOURCE MANAGEMENT

- Liaise with Costume to ensure the stock of hair and make-up products are adequate and current.
- Develop contacts/partnerships with hairdressers/wig and weave specialists to enable delivery of the required hair styles.

DECISION MAKING

- Discuss ways of delivering Afro hair sensitivity training which can be extended to all staff and students at RADA.
- Attend departmental meetings, and other meetings as appropriate.

STAKEHOLDER/ NETWORKS

- Liaise with RADA sponsors to gain the correct products for the department.
- Liaise with guest directors, designers and other freelance staff to support students learning work on RADA productions and events.

GENERAL

- Take on any additional duties and responsibilities that may be reasonably expected within the terms of contract.
- Contribute to the development and culture of RADA.

- Attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings).
- Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with GDPR regulations regarding protecting personal data.
- Comply with Health and Safety legislation and ensure you are up to date with RADA's Health and Safety Policy.

By accepting a role at RADA you are acknowledging a commitment to RADA's values and mission, and a willingness to contribute to the ongoing development of the same.

Person Specification

	Essential	Desirable
Knowledge and experience	• Knowledge of the work within a theatrical environment including applying and styling wigs. • Good knowledge of working with Afro, curly and straight hair. • Several years' experience in a theatrical environment in the area of hair and make-up. • Knowledge and experience of how to communicate with people regarding hair texture and techniques, using the correct terminology. • Understanding the grades of textured hair and the care of the hair and scalp • Understanding of chemicals such as relaxers, texturisers and colour. • An understanding of tools for textured hair and how to use them.	• Period hair styling • Work on films/video
Skills/abilities/ Competencies	• A high level of skill in styling and maintaining Afro and textured hair. • The ability to match and apply make-up to all skin tones. • Safe and comfortable preparation of hair for styling and for wig application	• FX make up skills
Qualifications		• Specialist qualifications within the discipline. • Clear and evidence of extensive experience in the subject.
Personal Attributes	• A calm and personable disposition. • A willingness to work evenings and some weekends.	

Signed by Line Manager:

Date:

Signed by Staff Member:

Date:

Last updated:

Our purpose and values

RADA is dedicated to world-leading training in the dramatic arts.



- We train talented people from all backgrounds.
- We provide financial support for students to address inequality in access to training.
- We create opportunities for people to encounter our training and expertise in many different ways.

- We challenge ourselves to provide the best possible training in an evolving industry.
- We use nationally recognised frameworks to underpin our world-leading conservatoire-level training and support services.
- We protect all RADA's assets for the future, and maintain a fit-for- purpose estate and infrastructure supported by sustainable commercial initiatives.

- We uphold and champion standards of excellence in our craft.
- Our practice-based training provides students with access to the heritage of their craft while embracing contemporary practice and innovation.
- RADA was founded by the profession for the profession and we work with practising industry professionals to train the next generation.

- We teach collaborative disciplines, sustained by reflection and resilience.
- We uphold openness, curiosity, enquiry and experiment in our practice and in our artistic programme.
- We learn from and work with others, our students, our teachers and our community.

- We provide opportunities for artistic and personal transformation.
- Our impact is wider than dramatic arts training with benefits to society, business and communities young and old.
- We are a specialist institution that helps drive the creative industries and enhances Britain's reputation abroad.