

HAIR DEPARTMENT POSITIONS AND DESCRIPTIONS

HAIR HEAD OF DEPARTMENT: The duties of the HHOD shall include script breakdown to assess hair requirements; discussion with the Director and Production Designer regarding same. Cutting, styling, and colouring of artist's hair including the maintenance and tracking for continuity and as well as procuring, maintenance, and return of all wig rentals (if required). The application and removal of wigs and hair pieces as well as cleaning, blocking, and storing said pieces. Tracking of continuity throughout production by means of photos, notes, sketches, charts as necessary. Also, the purchase of all necessary materials and equipment, etc., and the distribution of the show's hair department budget. The supervision and delegation of workload to be dispersed throughout team including KEY HAIR and ASSISTANT HAIRSTYLIST(S), as required. Works closely with the makeup department and is required to prep hair for bald caps/pieces.

KEY HAIRSTYLIST: The Key Hairstylist must be able to perform such of those functions as described under the "Hair Head of Department" category, as are delegated to them. In the absence of the Hair Department Head, the Key Hairstylist shall assume the full responsibilities of the same; including the care and maintenance of all continuity notes and hairstyles/wigs. The Key Hairstylist shall at all times be prepared with a fully equipped kit.

ASSISTANT HAIRSTYLIST: The responsibilities of the Assistant Hairstylist shall include: being prepared for work delegated by the Department Head or Key Hair (this preparation including a fully equipped hair kit); being prepared and qualified to clean, block, and dress wigs and hair pieces. Also, application and removal of hair pieces and wigs to stunt doubles (or dressing of their own hair) Must be qualified to dress and style a variety of looks including period hair, and being prepared and fully equipped for large crowds, and other scenes with Background Actors.

*It is up to the HHOD to delegate timesheets

**It is the responsibility of the HOD to delegate if them or the KEY will be who sources dailies.

***Whoever sources dailies is responsible for contacting those from the Daily Dispatch List to inform them of the type of show it is and thusly what they need to bring in their kit.

****Weather gear is included in Kit Requirements. This includes all seasons.