

## MAKEUP DEPARTMENT POSITIONS AND DESCRIPTIONS

**MAKEUP HEAD OF DEPARTMENT:** The responsibilities of the MUHOD shall include the design of all makeups and facial hair (in consultation with the Director and Production Designer); the application or dissemination of responsibility for the application of all makeup and facial/body hair. Also, the maintenance of all aforementioned makeups and their alteration/removal throughout the shooting period. the control and recording of all continuity with regards to all facial and body makeup, by the use of sketches, notes, photographs and charts; the supervision of all assistant makeup artists, and the delegation of their work; the supply, and when required, the purchase of all necessary materials and equipment, etc., and the distribution of the show's makeup budget. The MUHOD shall also be responsible for any and all out-of-kit effects, such as cuts, wounds, blisters, scratches, bullet holes, scars, tattoos, bald caps, bites, birthmarks, bruises, blood, disfigurements, etc. Included in this job description are the application, colouration, maintenance and removal of prosthetic makeups and appliances

**KEY MAKEUP:** The Key Makeup Artist must be able to perform such of those functions as described under the "Makeup Head of Department" category, as are delegated to them. In the absence of the Department Head Makeup, the Key MUA shall assume the full responsibilities of the same; including the care and maintenance of all continuity notes and special makeups. The Key MUA shall at all times be prepared with a fully equipped kit.

**MAKEUP ASSISTANT:** The responsibilities of the Makeup Assistant shall include: being prepared for work delegated by the Department Head or Key MUA (this preparation including a fully equipped makeup kit); being prepared and qualified to clean, dress, and apply moustaches/beards, etc. to stunt doubles; being prepared on occasion to apply body makeup; must be qualified to apply any corrective/glamour makeups for cast; being prepared and fully equipped for large crowds, or similar extraordinary circumstances.

\*It is up to the MUHOD 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.