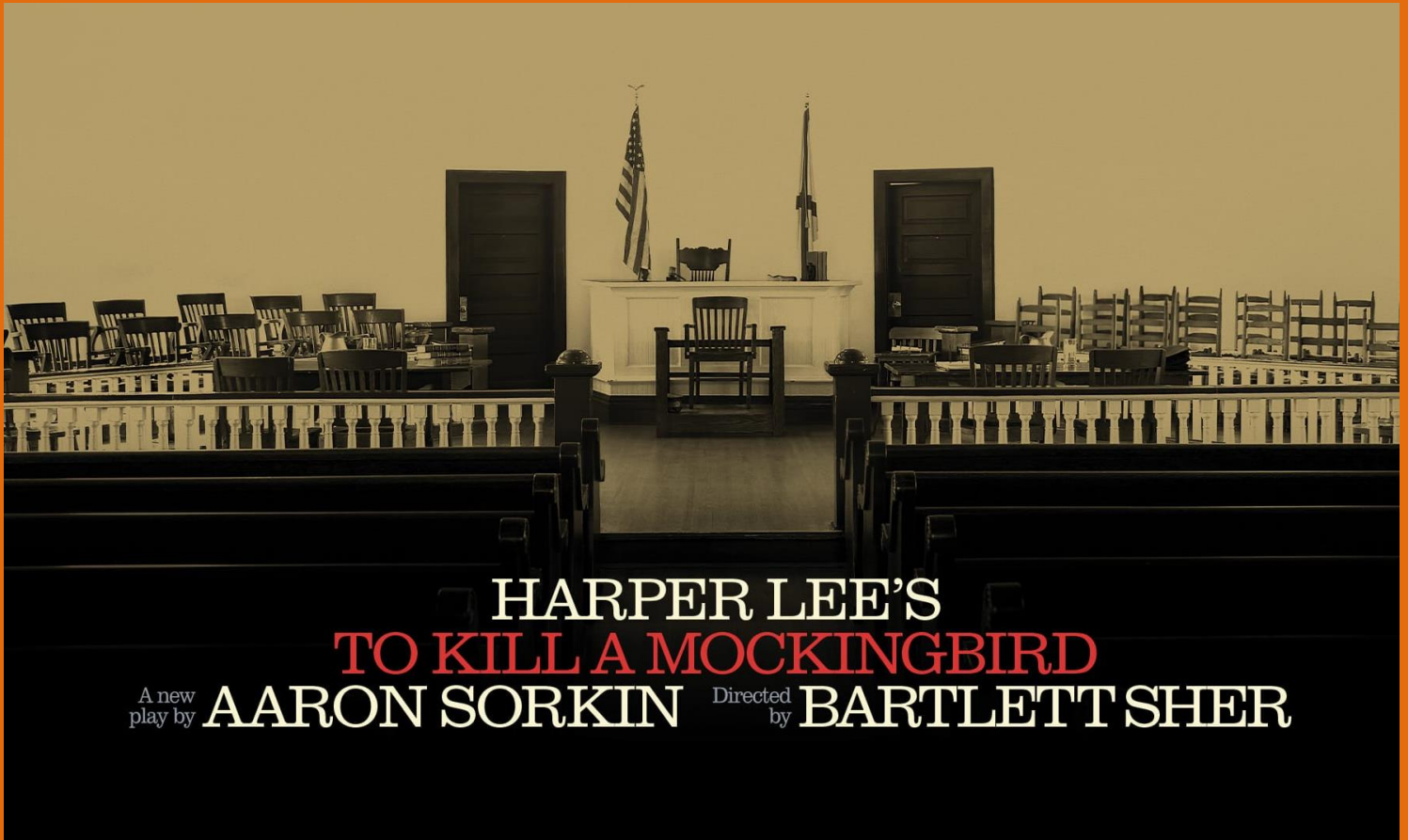


A co-production between Leeds Playhouse and Jonathan Church Theatre Productions



TO KILL A MOCKINGBIRD

Wigs, Hair & Makeup Assistant - Leeds Playhouse & Tour
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the
HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk

To Kill A Mockingbird

Following huge success on **Broadway** and in the **West End**, **Leeds Playhouse** and **Jonathan Church Theatre Productions** present Harper Lee's *To Kill a Mockingbird* by **Aaron Sorkin** with direction by **Bartlett Sher**.

This riveting, award-winning stage adaptation of the seminal American novel about racial injustice and childhood innocence became a **Broadway** and **West End** sensation with star-studded sell-out seasons on both sides of the Atlantic. Now this thrilling courtroom drama opens at **Leeds Playhouse** ahead of a national tour.

‘All rise for this powerfully uplifting theatrical event’
— Evening Standard

Successful lawyer, Atticus Finch, encourages kindness and empathy in his children, but is pushed to the limits of these qualities himself when he resolves to uncover the truth in a town that seems determined to hide it.

Set in 1934 Alabama, *To Kill a Mockingbird* was inspired by novelist **Harper Lee**'s own childhood and has sold more than 45 million copies worldwide. It won the **Pulitzer Prize** for Literature and was long at the top of the banned book lists.

The Production will open at **Leeds Playhouse** before embarking on an 8-month UK Tour managed by **Jonathan Church Theatre Productions** with potential subsequent international and London dates to be confirmed.

About Leeds Playhouse

At **Leeds Playhouse** we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories and to experience world class theatre that is pioneering, relevant and spectacular. Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online, and our exceptional in-house productions are nationally renown, winning two **UK Theatre Awards** in 2024 and receiving an **Olivier** nomination in 2025.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, as people are at the heart of everything we do. Our sector-leading Playhouse Connect team works with almost 20,000 people aged 0 – 95 every year, and our Artistic Development programme nurtures and supports hundreds of locally rooted artists across all career stages. Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to create Relaxed and Dementia Friendly performances and the first **Theatre of Sanctuary** for refugees and people seeking asylum.

Our newly redeveloped building was re-opened in 2019 to create a spacious, beautiful and accessible home for exceptional theatre and for the communities we serve.

Whilst we're incredibly serious about what we do, we provide a warm, friendly and relatively informal environment for our staff and for the companies we welcome into our building.

Check out our and mission and vision at leedsplayhouse.org.uk/about-us/who-we-are/

About Jonathan Church Theatre Productions

At JCTP, we produce plays and musicals in the West End, on tour in the UK and internationally.

We enjoy working with both commercial and subsidised partners and regularly collaborate with London and regional theatres, including Leeds Playhouse, The Old Vic, Sadler's Wells, National Theatre, Almeida, RSC, The Bush, Chichester Festival Theatre and Bath Theatre Royal. We provide general management services both for our own productions and for other producers. We are driven by the writers, directors and actors whose work we produce and we are always looking for new work to commission and develop.

Our Productions include:

Singin' in the Rain (International Tour); *The Lion, the Witch and the Wardrobe* (Leeds Playhouse and 2nd UK Tour); *A Man for All Seasons* (Theatre Royal Bath and UK Tour); *Playhouse Creatures* (Orange Tree Theatre and UK Tour); *A Chorus Line* (Leicester Curve, Sadlers Wells, UK Tour); *Hello, Dolly!* (The London Palladium); *The Picture of Dorian Gray* (Theatre Royal Haymarket); *Poirot and More: A Retrospective* (UK Tour); *A Monster Calls* (Japan); *A Voyage Round My Father* (UK tour); *Quiz* (Chichester Festival Theatre and UK tour); *It's Headed Straight Towards Us* (Park Theatre); *In Dreams* (Leeds Playhouse; Toronto); *42nd Street* (Leicester Curve; Sadlers Wells, UK tour, and Toronto); *Pressure* (Royal Alexandra Theatre, Toronto); *South Pacific* (Opera House Manchester, Sadler's Wells, and UK tour); *A Monster Calls* (UK tour and The Kennedy Center, Washington DC); *Private Peaceful* (UK tour); *Singin' in the Rain* (Sadler's Wells, Japan, UK tour and Toronto); *Wendy and Peter Pan* (Orchard Hall, Tokyo and Leeds Playhouse); *Poirot: A Retrospective* (UK tour and Harold Pinter); *Pressure* (UK tour, Ambassadors Theatre and Toronto).

Summary of the Role

To Kill A Mockingbird is a co-production between Leeds Playhouse and Jonathan Church Theatre Productions which will open at Leeds Playhouse and then continue on to a UK tour.

We are looking for a Wigs, Hair & Makeup Assistant to be part of the WHAM team at Leeds Playhouse from Tuesday 26 August 2025. You will be in Leeds throughout the Playhouse run and will go on to deliver the subsequent UK tour.

The post will be 2 separate contracts, one with Leeds Playhouse for the rehearsals and run at the Playhouse, the second with MOCKINGBIRD UK Tour Limited for the UK tour. We are looking for one person to fulfil both contracts.

Key Contract Dates:

AT LEEDS PLAYHOUSE

- 26 August 2025 (fit up & final week of rehearsals)

- 1 September 2025 (Technical Rehearsals)
 - 8 September 2025 (Preview 1)
 - 12 September 2025 (Technical Freeze)
 - 17 September 2025 (PRESS)
 - 4 October 2025 (Close / get out)
- UK TOUR**
- 6 October 2025 – 24 May 2026 (UK Tour), with the option to extend the contract for a minimum of 12 weeks to accommodate a West End run.

There is an option to bring *To Kill a Mockingbird* to London in Summer 2026 for a short West End run as part of the Tour. This would be for a minimum of 12 weeks and a maximum of 18 weeks under the same terms as the Tour contract. If the Producer wishes to exercise the right to extend the Tour and the Head of Wigs, Hair & Make-up Assistant contract, the Producer will need to give notice of this extension by 28 February 2026. For the avoidance of doubt, terms for any London engagement longer than 18 weeks would be negotiated in good faith.

How To Apply

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance

We embrace diversity in all its forms and positively encourage applications from a diverse range of candidates. **We encourage applications from Global Majority candidates.**

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

Leeds Playhouse are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

Main duties and responsibilities

The main duties and responsibilities of the role are:

- Assisting the actors in performances with dressing in their wigs/styling their hair, applying make-up, including quick changes – ensuring that the original look of the production as set by the WHAM Designer/Supervisor is maintained.
- To clean and dress/set wigs daily so they are in good condition for each performance.
- To cut/style hair as required.
- Attend rehearsal, technical, dress and costume understudy rehearsals as required.
- Deal with emergency repairs to wigs and hair pieces.
- Recognise where maintenance work needs to be carried out on a wig and report to the Head of WHAM.
- Help actors to change out of wigs at end of performance and return wigs to the WHAM department ready for cleaning / resetting.
- Ensure that work materials and all wigs and make-up are kept in a tidy and secure manner, especially following COSHH requirements.
- Work collaboratively with other departments, especially Wardrobe team and Sound team, to ensure the smooth running of the show.
- To ensure all body worn consumables are assigned to the company appropriate to production design and to the protected characteristics of each individual. That use of chemicals and products are appropriate to skin allergies and preferences.
- To keep check on stock of all equipment and consumables required to run the show, and to inform the Head of WHAM in good time for replacements to be purchased.
- To attend and participate in get ins, fit ups, and get outs as required, including emergency calls particularly if there is a risk of the cancellation of a performance.
- To carry out good housekeeping, security and safety procedures for the department.
- To contribute positively to a good working environment for all – where everyone feels respected, safe and included.
- To follow Producers' Health & Safety policies and procedures and other policies at all times, and to adhere to the policies and procedures of local venues where relevant to the production.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Head of WHAM, Company Manager, Production Manager or Producers from time to time.

Specific responsibilities whilst at Leeds Playhouse:

- Co-ordinate with the Leeds Playhouse Costume team whilst at the Playhouse.

General Responsibilities for Leeds Playhouse

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.

- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre’s creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the WHAM team in particular and the Playhouse as a whole.
- To have a positive attitude to, a willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.

Any other duties for Leeds Playhouse

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

The role of **Wigs, Hair & Makeup Assistant** is part of the WHAM team.

You will be managed by the **Head of Wigs, Hair & Makeup** during the time at Leeds Playhouse and on the UK Tour.

Key Relationships at Leeds Playhouse

- Head of Costume & Wigs
- Deputy Head of Costume
- Costume team
- Local Dressers
- Local Maintenance
- Senior Producer
- Technical Director
- Members of other departments throughout the Playhouse

Key Relationships at Jonathan Church Theatre Productions

- Executive Producer
- General Manager
- Production Co-ordinator

Key Production Relationships

- Production Manager
- Company Manager
- WHAM Supervisor
- Costume Supervisor
- Head of WHAM
- Head of Wardrobe
- Deputy Head of Wardrobe
- Stage Management team
- Sound No. 1 & Sound No. 2
- Acting Company
- Associate & Resident Directors
- Staff at tour venues, as applicable

Person specification

Essentials:

If you do not demonstrate that you meet all these criteria you may not be shortlisted:

- Experience with styling and dressing wigs and hair.
- Experience of applying makeup to others.
- Ability to wash and maintain wigs to the specified standard.
- Ability to work under minimum supervision and to adapt work in accordance with performance requirements.
- Experience of working on a large production.
- Ability to work in a team as well as individually.
- Good communication skills.
- A positive can do attitude.
- Calm, confident, understanding and flexible.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop those areas.
- Willingness to travel for the tour.

Desirable:

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Experience of working with textured hair.
- Experience of repairing wigs.
- Experience of cutting hair.
- Experience of touring productions.
- First Aid At Work training.
- Health & Safety qualifications / training - especially COSHH.

Terms & Conditions

Contract 1: Leeds Playhouse

Period of work from Tuesday 26 August 2025 to Sunday 5 October 2025.

Fixed-Term Contract.

Pay

£600 Per Week PAYE.

Subsistence £235 per week subject to location of home address.

Hours

Full Time including evening and weekend work – hours as required from Production schedule and Performance schedule, including understudy calls, EPK and any work required for smooth transition to tour.

Fee based on 48-hour week buy-out pro-rata the duration of the contract. (288 hours Single time over 6 weeks). Any hours above that pro-rata will be paid at time & a half (£18.75).

Holiday

Any holiday accrued will be paid at end of contract.

Notice period

4 weeks.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Corporate gym and swimming discount
- Voluntary Cash Health Plan (optional)

Contract 2: MOCKINGBIRD UK Tour Limited

Period of work Monday 6 October 2025 – Sunday 24 May 2026

There will be occasional working days prior to start of contract 2, whilst on contract 1, to be agreed with Playhouse Technical Director and JCTP General Manager in order to be ready for the tour.

Fixed-Term Contract.

6 October 2025 – 24 May 2026 (UK Tour), with the option to extend the contract for a minimum of 12 weeks to accommodate a West End run.

Pay

£600 per performance week.

This fee is a buy-out of overtime, bank holiday payments and EPK Usage.

Touring Allowance £350 per week plus travel allowance between venues.

During the Christmas break a flat-rate retainer of £450 per week will be paid to all touring staff from 8 December 2025 to 11 January 2026 (5 weeks).

Key statements for Leeds Playhouse

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

Please contact Victoria Marzetti at Leeds Playhouse, or Sarah Arden at JCTP for more information: production@leedsplayhouse.org.uk , SArden@jctproduction.com