



LEEDS PLAY HOUSE

A CHRISTMAS CAROL WIGS, HAIR & MAKEUP SUPERVISOR

Recruitment Pack

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



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the **UK Theatre Awards**. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.



WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It is grateful for the continued support of **Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation** and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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  @leedsplayhouse

CHARLES
DICKENS'

A CHRISTMAS CAROL

ADAPTED BY
**DEBORAH
McANDREW**



THE ROLE

KEY DATES:

- Monday 6 October 2025
– First day rehearsals
w/c 3 November 2025
– Fit up
w/c 10 November 2025
– Technical rehearsals
20 November 2025
– First preview
27 November 2025
– Press performance
17 January 2026
– Last performance

We are looking for a Wigs, Hair & Makeup Supervisor to deliver the WHAM requirements for a new Production of **Charles Dickens' A Christmas Carol** at **Leeds Playhouse** for this festive season, alongside the show WHAM team.

The WHAM Supervisor is a vital role within the Production departments. The ability to work as part of a busy team using a range of skills and work collaboratively with other departments.

The WHAM Supervisor reports directly to the Head of Costume & Wigs. This team works under the overall direction of the Technical Director.

A CHRISTMAS CAROL

It's Christmas Eve in Victorian England and Ebenezer Scrooge is as grumpy as ever
– no twinkling lights, no festive cheer,
just pure bah-humbug!

Adapted for the stage by Deborah McAndrew, directed by Amy Leach (*Mr Snow*, *Animal Farm*, *Macbeth*), and with set & costume design by Hayley Grindle, *A Christmas Carol* promises a heart-warming and joyful experience for all.

Join us for festive magic and an unforgettable journey of redemption and cheer.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF A FREELANCE WHAM SUPERVISOR ARE:

- To support and assist the work of the Head of Costume & Wigs with the operational duties of the Wigs team.
- To undertake the supervising of all the Wigs, Hair & Makeup requirements for the production of *A Christmas Carol* to standards, deadlines and budgets determined by the management of **Leeds Playhouse**.
- Work closely with the Head of Costume & Wigs to ensure all the WHAM are created to a high standard.
- Work closely with the Designer to create their designs within a budget.
- Use the **Leeds Playhouse** stock wigs as the first resource in creating the show.
- To work with the Head of Costume & Wigs in the recruitment of the WHAM team required for the smooth running of the production.
- With the Head of WHAM ensure the planning, supervision and maintenance of all wigs, hair and makeup in the show for performances including all understudy pieces, press/marketing photography, press/marketing performances ensuring the Designer's original specification and look of the production is maintained.
- To co-ordinate the supply of all equipment and consumables required to set up and run the show within budget as approved by the Production Manager and/or Head of Costume & Wigs. Keeping all financial records up to date.
- To ensure all wigs, hair and makeup 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.
- Create a WHAM bible to a high standard.
- Work closely with the Wigs team to create a running WHAM plan.
- To attend rehearsal, technical, dress and costume understudy rehearsals as required.

- To attend production progress meetings and notes sessions as required.
- Maintain excellent working relationships with all other departments across the theatre.
- Actively support **Leeds Playhouse's** ambition to maximise learning and training opportunities for staff as well as community-based participants.
- Undertake any other duties requested by the Head of Costume & Wigs, Production Manager or Technical Director necessary to the smooth running of the Wigs department.

GENERAL RESPONSIBILITIES

- Adhere to and implement relevant 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 take a pro-active role in the development and action of environmental policy and procedures relevant to Playhouse as a whole.
- To have a positive attitude to and 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.
- To be willing to undertake training and development as required.

KEY RELATIONSHIPS

ANY OTHER DUTIES

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.

The freelance role of Wigs, Hair & Makeup Supervisor works alongside the Costume & Wigs team, within the wider Production directorate.

Your lead contact at Leeds Playhouse will be the Head of Costume & Wigs.

KEY LEEDS PLAYHOUSE RELATIONSHIPS

- Head of Costume & Wigs
- The Costume Supervisor
- Casuals and Freelancers in Costume & Wigs
- Sound team
- Production Manager
- Technical Director
- Line Producer
- All other Production teams
- Senior Producer
- Members of other departments throughout Leeds Playhouse

KEY PRODUCTION RELATIONSHIPS

- Set & Costume Designer
- Director
- Sound Designer
- Other Creative team members
- Freelance staff

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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

- Excellent working knowledge of Wigs manufacture and maintenance for theatre.
- Significant experience of WHAM supervising.
- Significant experience of textured hair and wigs.
- Excellent working knowledge of modern materials and their application to theatre.
- An understanding of historical periods and their influence on Wigs.
- An in-depth knowledge of specialist suppliers within this environment.
- Exceptional communication and organisational skills, with high level of empathy, integrity and confidentiality.
- Creative problem solving under pressure.
- A keen interest in theatre.
- A positive and energetic approach.
- Calm, confident, understanding and flexible.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop in those areas.

DESIRABLE REQUIREMENTS

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

- To be Northern based, local to Leeds / West Yorkshire.
- Full clean driving licence.
- First aid qualification or willingness to undertake training.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a fixed term, freelance contract.

Work as required from 29 September to 29 November 2025.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- satisfactory Enhanced Disclosure and Barring Service (DBS) Check

FEE

£8,000 for the duration of the contract – paid in instalments to agreed dates and submission of invoices.

HOURS

As required from Monday 29 September 2025 for preparation and delivery. You may be required for production and design meetings prior to this date and/or for recruitment of the WHAM team for the show – this can be in person or online subject to your location.

We would expect **full-time** attendance at **Leeds Playhouse** from **Monday 3 November** through to **Thursday 27 November 2025 inclusive**, including evening and Saturday work.

After end of contract to end of run of production on 17 January 2026 Leeds Playhouse would expect the WHAM Supervisor to be available to the Wigs team for remote advice and support as required.

* In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.

EMPLOYMENT TERMS SUMMARY

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

Support for accommodation and travel would be available subject to location of home address. Ideally you would be based in the North.

NON-CONTRACTUAL BENEFITS

- Corporate gym and swimming discount.
- Staff ticket discount.
- Staff discount in Playhouse food and drink outlets.
- Voluntary Cash Health Plan (optional).

HOW TO APPLY

TO FIND OUT MORE,
PLEASE CONTACT
VICTORIA MARZETTI
victoria.marzetti@leedsplayhouse.org.uk.

PHOTOGRAPHY CREDITS

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Page 5: *A Christmas Carol*

Page 13: *The Lives We Carry* at
Furnace Festival, photography by
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Please read the role 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.

HOW TO APPLY

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

Please also email a CV to Victoria.Marzetti@leedsplayhouse.org.uk. Please state in the subject line “CV for WHAM Supervisor”

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.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the role.

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.

A photograph of a man and a woman interacting at an event. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard with a badge that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at a smartphone held by the woman. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding the smartphone and a yellow drink in a clear cup. The background is dark with some blue and white bokeh lights. A large, semi-transparent orange shape is on the left side of the image, partially covering the text.

THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700