

WIGS, HAIR & MAKE-UP ASSISTANT



APPLICATION INFORMATION 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

QUICK FACTS



3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c193,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER



- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space

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

WHO WE ARE



Leeds Playhouse is Leeds's home for bold stories and shared humanity. For more than 55 years, it has been one of the UK's leading producing theatres - an award-winning cultural hub where people gather to tell and share stories, and to experience world-class theatre. Many of its productions transfer to the West End, tour nationally, and travel the world.

Born from the city itself, **Leeds Playhouse** was fought for and built by people who believed a city without a theatre is a city without a heart. That spirit still drives everything it does: making ambitious theatre that represents, entertains, challenges and connects – across three spaces, one city, and many voices - and helping shape the cultural life of the country. From big names to artists and communities often unheard or ignored, the Playhouse seeks out the best companies and artists to create pioneering, relevant work in the heart of Yorkshire.

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. Through its three strands, People's Playhouse, Playhouse Ensembles and Furnace, Playhouse Connect develops audiences, removes barriers to access, creates opportunities for communities to share their voices on stage, and supports the development of artists across Leeds and Yorkshire. The programme builds lasting relationships with refugee communities, young people and students, older people, and people with learning disabilities, ensuring the Playhouse remains a truly inclusive and representative cultural space.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It's work also makes a significant contribution to the region's economy, sustaining jobs and driving the wider economic life of the city. The Playhouse 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 who continue to support the vital work of the theatre.

THE PRODUCTION



Dr Seuss's How The Grinch Stole Christmas! The Musical

Step into the magical world of Who-ville this Christmas!

Leeds Playhouse presents **Dr Seuss's** beloved festive tale; *How the Grinch Stole Christmas! The Musical*. Following its Broadway success, this brand-new UK production, directed by the Playhouse's Artistic Director **Tom Wright**, is packed full of Seussian charm and humour.

As the residents of Who-ville cheerfully prepare for the festive season, the scheming Grinch is determined to spoil their Christmas celebrations by any means necessary. Narrated by his loyal dog Max, the story follows the misadventures of the Grinch, a grouchy, green recluse with a heart "two sizes too small" as he tries to steal Christmas from the joyful Whos. But as the magic of the season unfolds, the Grinch discovers that Christmas is about much more than presents and decorations.

A **Leeds Playhouse** production in association with **Running Subway**.

THE ROLES



Dr Seuss's How The Grinch Stole Christmas! The Musical

Dr Seuss's *How the Grinch Stole Christmas! The Musical* is a **Leeds Playhouse** production, in association with **Running Subway**.

We are looking for some Wigs, Hair & Make-Up Assistants to support the production.

They will be part of the Wigs, Hair & Make-Up team at **Leeds Playhouse** from technical rehearsals and throughout the run in Leeds.

Key Contract Dates:

- 2 November 2026 – 17 January 2027 (**Leeds Playhouse**)

This job pack contains the information for the roles.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the role are:

- To assist the Wigs, Hair & Makeup Designer and Head of Wigs, Hair & Makeup (WHAM) in the running of the department throughout tech and performances and to ensure that the original look of the production is maintained throughout.
- To assist performers with hair prep and makeup application, as well as the removal of wigs and hair pieces at the end of performances. Speed and confidence with wig application is critical.
- To be able to work confidently backstage on show plots, experience working on large-scale productions and doing quick changes is essential.
- To dress and set wigs daily to ensure they are maintained to an excellent standard for each performances. Strong wig dressing skills are essential.
- To assist with prosthetics application/removal and maintenance of any prosthetic pieces.
- To carry out emergency repairs to wigs. Wig making and knotting skills are desirable.
- To recognize where replacements, alterations and repairs are needed and report to the Head of WHAM.
- To ensure that work materials and all wigs and make-up are kept in a tidy and secure manner, especially following COSHH requirements.
- To ensure that safe working practices and hygiene are of the highest priority.
- 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 assist with the compiling, documenting with photos and keeping up to date necessary paperwork for the WHAM Bible.
- To attend rehearsal, technical, dress and costume understudy rehearsals as required.
- To work collaboratively with other departments, especially Wardrobe department, Costume department and Sound department, to ensure the smooth running of the show.
- 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 contribute positively to a good working environment for all – where everyone feels respected, safe and included.
- To follow **Leeds Playhouse's** Health & Safety policies and procedures and all other guidelines, procedures and policies for the company as detailed in the staff policies.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Head of WHAM, Playhouse Head of Costume & Wigs, Company Manager, Production Manager or Producer from time to time.

GENERAL RESPONSIBILITIES:

- 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.
- To be willing to undertake training and development as required.
- 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 your team in particular and the 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**.

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.

KEY RELATIONSHIPS

The role of Wigs, Hair & Make-up (WHAM) Assistant is part of the WHAM team, within the wider Production directorate.

You will be managed by the Head of Wigs, Hair & Make-Up during your time at **Leeds Playhouse**. The Head of Costume & Wigs will be your pastoral care support at **Leeds Playhouse**.

KEY INTERNAL 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 PRODUCTION RELATIONSHIPS

- Production Manager
- Company Manager
- WHAM Supervisor
- Costume Supervisor
- Head of WHAM
- Dressers
- Stage Management team
- Sound No. 1, Sound No. 2 & Sound No. 3
- Acting Company
- Associate & Resident Directors

PERSON SPECIFICATION

ESSENTIALS

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

- Excellent wig setting and dressing skills.
- Confidence working with a range of skin tones and hair textures.
- Excellent makeup skills, including basic knowledge/experience of prosthetics application.
- Ability to work under minimum supervision and to adapt work in accordance with performance requirements.
- Experience of working on a large-scale production, able to remain calm and efficient while working within the time constraints of the WHAM call and quick changes.
- Ability to work in a team as well as individually.
- Good communication skills.
- Positive approach to equity, diversity & inclusion, with willingness to train in and develop those areas.

DESIRABLE

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

- Wig making and good knotting skills.
- Hairdressing/barbering skills.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a fixed-term contract (from 2 November 2026 to 17 January 2027). Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK

PAY

£700 per week PAYE. Fee based on 48-hour week buy-out pro-rata the duration of the contract (528 hours over 11 weeks). This buy-out includes Sunday & Bank holiday working. Any hours above that pro-rata will be paid at time & a half (£20.19) at end of contract.

Subsistence of at least £235 per week if location of home address is over 40 miles from Leeds Playhouse.

Please note that subsistence is a taxable item.

HOURS

Full-time, including evening and weekend work – hours as required from Production schedule and Performance schedule, including understudy calls, EPK and any other work required by the management.

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.

NON-CONTRACTUAL BENEFITS

- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets

HOW TO APPLY

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.

HOW TO APPLY

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

Please also send your CV to production@leedsplayhouse.org.uk with "Grinch WHAM Assistant" in the subject line of your email

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 job.

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 is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

THANK YOU

LEEDS 
PLAYHOUSE

FIND US AT

**PLAYHOUSE SQUARE,
QUARRY HILL, LEEDS LS2 7UP
LEEDSPHAYHOUSE.ORG.UK
0113 213 7700**

PHOTOGRAPHY CREDITS

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