



Wigs, Hair and Makeup Assistant - *Into The Woods*

JOB DESCRIPTION

Start Date:	Thursday 20 November 2025
Salary:	£780.00 per week
Terms:	Fixed Term Contract until Tuesday 21 April 2026 (21.8 weeks)
Hours:	46 hours average working week over 6 days Monday-Saturday
Holiday:	6.2 weeks per year (including bank holidays) pro rata
Reports to:	Head of Costume
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
Probationary Period:	1 month
Notice Period:	4 weeks' notice during probation; 5 weeks thereafter

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, has recently opened.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimaging of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022. The Bridge's first musical, an award-winning immersive reimaging of *Guys & Dolls* played for 2 years, closing in January 2025, followed by *Richard II* starring Jonathan Bailey; a revival of our hit production of *A Midsummer Night's Dream*, and Simon Stone's *The Lady From The Sea* with Alicia Vikander and Andrew Lincoln.

ABOUT THIS ROLE

We are currently looking for an enthusiastic and talented WHAM Assistant to join our team for our upcoming production of *Into The Woods*.

As a key team member supporting the WHAM Manager, you will work proactively toward establishing and maintaining a first-class Wigs, Hair and Makeup Department on the Production.

You will be expected to work collaboratively with the Costume & Wardrobe team, as well as Cast & Company, to help achieve an efficient and smoothly running backstage environment.

DUTIES AND RESPONSIBILITIES

- In consultation with the WHAM Manager, you will work to daily & weekly deadlines, supporting WHAM operations for performances.
- Assist in actioning the working jobs list as efficiently and effectively as possible
- Maintaining Wigs to an excellent working standard including levels of care and cleanliness.
- You should expect to act on emergency repairs and provide effective, efficient problem solving during the performance. You should keep the WHAM Manager informed regarding any issues that arise.
- You should expect to communicate clearly and promptly, with other team members, the WHAM Manager and Stage Management (as appropriate) should wider issues arise, especially during the half and performance.
- You should expect to swiftly respond to such situations whilst maintaining a calm demeanour and making sure the usual tasks are disrupted as little as possible.
- You will participate in maintaining the integrity of the design after Press Night, and throughout the run of the production..
- In the event of there being Understudies for the show, it is expected that you will support in the processing and management of Understudy Wigs, Hair and Make-up as guided by the WHAM Manager, and Deputy WHAM Manager.
- In the event of Understudies going onstage in performance or for an Understudy run, it is expected that you will participate in providing support & cover, which includes being familiar with Understudy WHAM requirements & overall plot variations that will occur.
- Expect the unexpected – which could include an actor being late or ill, lines skipped during a performance – you should work efficiently to accommodate these events, and mitigate problems wherever possible.
- A key aspect of this role is to establish good communications with the team, cast & company, helping to create an atmosphere which is professional and courteous, and ultimately helps solve problems promptly, efficiently and with discretion.

Preparation & Technical Rehearsals- (including cast changes)

- During any tech /cast change you will be asked to focus on show plots, and practical WHAM management. This often includes off-stage timed quick change practice with actors. The setting up of the overall plot sharing & the management of backstage areas will occur with the input & oversight of the WHAM Manager.
- You should expect to search out & adapt to new information regarding changes, entrances & exits for the plot, and work out how to execute the actual changes efficiently & to time.
- Once we are into the show running period, hours will be reduced, and you will be given a weekly rota. This is not set in stone but will be adhered to as much as possible.
- You will continue to participate in keeping an accurate & up-to-date record of daily notes & expenditure as well as processing of these in a timely fashion.
- It is expected that you will participate helpfully & collaboratively with your colleagues. Sometimes this will mean changes to your established plot in case of cover cast and swings going on for the show, or covering sickness & unexpected team absences.
- You will be supported in and expected to maintain high standards for the safe and appropriate use & storage of chemicals & products in line with COSHH regulations.

Get out

- At the end of the run, you will be expected to fully participate in the Get Out period. This takes place in the days following the last performance, and may include returning hired items to lenders; cleaning and tidying Wigs, tools and equipment, and making inventories of stock items.

Paperwork

- You will be asked to write a show plot and setting notes. These should be typed up to share with the WHAM Manager & team, and updated whenever necessary.
- You are expected to keep good record and VAT receipts of any expenditure that you are responsible for..
- Within the WHAM department, you will assist in creating the Show Bible. This will include taking photographic and detailed written records of wigs, hair and makeup; as well as collating the most up to date show plots and understudy information.



Person Specification:

All candidates must have professional theatre experience

Essential

- A keen eye for detail
- A minimum of 2 years working in theatre/ live performance
- Demonstrable experience with period wigs styling, care & maintenance
- Experience working with Afro and textured hair
- Experience of hair cutting is desirable.
- Confident in taking initiative and working independently
- Ability to work in a focused & organised manner
- Ability to communicate clearly in written documents
- Proven experience of working effectively with a wide variety of company members
- Excellent communication skills
- A positive attitude towards working with a large team.
- A positive and solution-oriented attitude
- Ability to work well within a large company, in a fast-paced environment.
- Calm under pressure and resilient in meeting new challenges
- Punctual and reliable

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

Deadline for applications: Wednesday 10 September 2025, 17:00

Interviews will take place between: 15-18 September 2025

For more information or if you have any queries please visit [our website](#) or email recruitment@londontheatrecompany.co.uk

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.