

13 GOING ON 30 THE MUSICAL – JOB DESCRIPTION

POSITION: Head of Wigs, Hair & Makeup

RESPONSIBLE FOR: Deputy Head of Wigs, Hair & Makeup

SALARY & HOLIDAY: £40k-£45k p/a, 28 days based upon UKT Agreement.

CONTRACTUAL DATES: Fixed Term; performances are 6 days per week, evening and weekend work will be required.

PROJECT SUMMARY:

13 Going on 30 The Musical is a stage reimaging of the beloved 2004 hit romantic comedy film that starred Jennifer Garner and Mark Ruffalo. It is opening at the Manchester Opera House in 2025.

PRODUCTION DATES:

Rehearsal Dates: 18th August – 13th September 2025 (London – Monday to Saturday)

Technical Rehearsals: w/c 15/09/2025 (Manchester Opera House)

Performance Dates: 21st September to 12th October 2025 (Manchester Opera House)

CREATIVE TEAM:

Book by: Josh Goldsmith & Cathy Yuspa

Songs by: Michael Weiner and Alan Zachary

Director: Andy Fickman

Choreographer: Jennifer Webber

Musical Supervisor, Orchestrations and Arrangements: Alan Williams

Lighting Designer: Howard Hudson

Sound Designer: Adam Fisher

Video Designer: George Reeve

Costume Designer: Gabriela Tylesova

Wigs, Hair & Make Up Designer: Sam Cox

Casting Director: Will Burton

JOB DESCRIPTION:

The Head of Wigs will run the wig department including but not limited to the following duties:

- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production
- Taking responsibility for the preparation and maintenance of all wigs, hairpieces, and equipment required, including checks prior to each performance
- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any
- Reading and responding to show reports
- Compiling and keeping updated cue sheets and other relevant show paperwork including the show running bible, both soft and hard copy, to such a level as to

ensure an accurate reference to allow the Production to be remounted at a later date including the Wardrobe show running bible

- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer
- Maintaining good relationships with hirers and suppliers
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Costume Supervisor, Company Manager, Production Manager, General Managers or Executive Producer from time to time

PERSONAL REQUIREMENTS:

- Experience in managing a professional theatre wig department on touring productions. Motivating and directing as necessary
- Experience in wig-knotting and barbering skills.
- Self-motivated problem-solving attitude and calm work under pressure
- Excellent communication skills and cross-departmental collaboration in a fast-paced environment.
- Excellent punctuality and time management
- Familiarity with and adherence to current Health & Safety guidelines relevant to the production is essential, which may include working at height, using appropriate safety equipment and clothing and attending training as deemed necessary.

Please direct your application with a CV and a short cover letter to recruitment@royo.co.uk using the reference **1330-WIGS**.

Closing Date: Monday 21st June 2025, 10am.