

NEW/ADVENTURES

Wigs, Hair and Make-Up Placement

Full-Time, 2-year Role

January 2024 – January 2026



LOTTERY FUNDED



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



Application Pack

Thank you for your interest in the full-time Wigs, Hair and Make-Up Placement at New Adventures in partnership with Cameron Mackintosh Ltd.

The contents of the pack include:

- information about the company
- a job description
- a personal specification
- guidance for applicants

How to apply

Before applying, please read the information and guidance notes provided in this pack carefully. We appreciate the time it takes in applying for roles and we want you to have the opportunity to really tell us about yourself and explain to us why this position is right for you in whatever way feels most appropriate to you. All applications will be considered on content, not on format.

Please send one of the following, together with a CV and completed equal opportunities form:

- A cover letter (maximum two A4 sides – either bullet points or full sentences, whichever you feel more comfortable with)

OR

- A short video or sound file (5 minutes max)

All applications should address the following:

- Who you are
- What you could bring to New Adventures and Cameron Mackintosh Ltd in this role
- Your suitability for the position and specifically how your past experience matches the role, job description and person specification. We will specifically use the person specification as part of our shortlisting process.
- Provide details of two people who can comment on your work professionally. Please indicate how long and in what capacity your referees have known you. Referees will not be contacted without your permission.

Please note that it is likely we will seek to take up two references for candidates prior to making an offer. This will be discussed at the first interview.

The equal opportunities monitoring form was emailed to you with this job pack.

Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by New Adventures to better understand our reach and help improve future recruitment.

We are committed to interviewing any candidates from the global majority who meet the criteria, to address the lack of racial diversity in backstage roles within the industry. Your equal opportunities form will be used for this purpose but will not be seen by anyone on the shortlisting or interviewing panels and will not be attached to your application.

The deadline for your application is: Monday 29 January 2024 @ 10am.

Submitting your application

If you are applying in writing, please submit your CV, cover letter and equal opportunities monitoring form to: louisemiller@new-adventures.net with the subject field marked 'WHAM Application'.

New Adventures operates a blind recruitment process, so all candidates are scored anonymously without identifying information such as name or contact details being seen by the shortlisting panel. Please do not include personal details such as your full name, email or contact telephone number on your CV or Cover Letter so that you can be scored anonymously.

You can upload a video or audio file along with your equal opportunities form to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to louisemiller@new-adventures.net with 'WHAM Application' in the subject line. All applications will be acknowledged.

Recruitment Timeline

Closing date:	Monday 29 January @10am
Shortlisted applicants invited to interview by:	Friday 2 February
Interviews:	w/c 5 February

Interview Information: The format will be a panel interview via zoom or in person with maximum 3 people that will last no longer than 45 minutes. If interviews are conducted in person, they will be in London and travel expenses will be reimbursed for interviews.

Contract commences: As soon as possible

Commitment to Access

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access needs, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made. If you require this

application pack in an alternative format, please contact us.

For Further Information

For an open and informal and confidential chat about the role, or to ask any questions, please contact Jennie Green, Deputy Managing Director, on 07977 861 975 or jennie@greatleapforward.co.uk.

Introduction

New Adventures is an iconic, ground-breaking British dance-theatre company, founded by celebrated choreographer Matthew Bourne, famous for telling stories with a unique theatrical twist. Since 1987, New Adventures has changed the popularity of dance in Britain, creating works that have altered the public perception of what is possible when it comes to telling stories without words.

First established in 1987 as Adventures in Motion Pictures with the support of a start-up grant from Arts Council England, early works included *Town & Country*; *Spitfire*, which was most recently seen online as part of BBC's *Dancing Nation* and on stage as part of the British Ballet Gala at the Royal Albert Hall in June 2021; and *Highland Fling*. Following these small-scale successes, Matthew went on to reimagine the worlds of *The Nutcracker* and his now iconic *Swan Lake*. This production had a huge impact on the dance world, inspiring young male dancers, and the future of the company. After experiencing worldwide success with *Swan Lake*, the company relaunched as New Adventures in 2003 and since then has gone from strength to strength.

New Adventures has received numerous international awards and an incredible 6 Olivier Awards and 12 Nominations. We have created 13 full-length productions and a triple-bill of short works. The company tours nationally and internationally, our award-winning repertoire inspiring and thrilling millions of people worldwide.

The company was established as a charity in 2008, enabling us to reach more people and grow our work offstage in schools, communities, and training institutions. After the national success of *Lord of The Flies* bringing together young boys and men with little or no experience of dance with a professional company of dancers, we joined the Arts Council England National Portfolio in 2015. We are passionate about diversifying the dance landscape and investing in the future of dance through delivering inclusive projects for people of all ages, abilities, and backgrounds alongside development opportunities for emerging artists. We deliver a wealth of transformative programmes year-round.

Producing shows since 1967, Cameron Mackintosh remains the world's most prolific producer of musicals in theatre history. As well as producing three of the world's longest running musicals, *Les Misérables*, *The Phantom of the Opera* and *Cats*, his legendary productions include *Miss Saigon*, *Mary Poppins* (co-produced with Disney), *Oliver!*, *Side By Side By* Sondheim, *Little Shop Of Horrors*, *Song And Dance*, *Tomfoolery*, *The Witches of Eastwick* and *Five Guys Named Moe*. His acclaimed new productions of *My Fair Lady*, *Oklahoma* and *Carousel* have all been international successes, as have his reinvented new productions of *Les Misérables*, *Miss Saigon* and *The Phantom of The Opera*. Cameron is also co-producer with Jeffrey Seller of *Hamilton* in London and on tour in the UK.

About the Role

The placement will be in the role of WHAM Assistant for the 2-year period and will involve gaining experience and working in of all aspects of the WHAM department, as well as external mentoring and training in related skills.

This is a specially funded 2-year position as part of the **Theatre Artists Fund Pilot Programme**, recognising the importance of the creative and technical theatre workforce and the way organisations are forming their recovery, following the impact of COVID-19 on UK theatres. The position will run from January 2024 until January 2026.

In this role, you'll work with the touring productions' WHAM team on tour, alongside a Head of Department, a Deputy Head and other Assistants.

Initially, this will be on New Adventures' production of *Edward Scissorhands* which is currently at Sadler's Wells Theatre in London and which will head out on tour from 23 January, starting in Canterbury. This will involve weekly touring around the UK until the end of May and a week in Amsterdam at the end (see attached tour schedule). You should therefore be prepared to tour within the UK (and occasional international dates). Initially, duties would take place on a Tuesday – Saturday inclusive with a Sunday to travel and a Monday off.

From June, your placement will move to be with Cameron Mackintosh Ltd on one of their productions, based either on tour or in London.

From October 2024, you will join New Adventures' revival of their iconic production of *Swan Lake* which will tour until the following June 2025. You will then move back to Cameron Mackintosh Ltd to work on another of their productions until October 2025, when you will start your final placement with New Adventures until the end of the placement in January 2026.

We are interested in hearing from mid-career applicants who have already got experience in WHAM in a theatrical environment. This is not an entry-level position for applicants who are seeking their first job out of college or with no theatrical experience.

You should have the right to work in the UK and will need to undergo a DBS check, the cost of which will be covered by the employer.

Duties and Responsibilities

The WHAM Placement's responsibilities will include:

- Help coordinate the efficient management and maintenance of the wigs department;
- Take care of all wigs ensuring that they are maintained and stored appropriately;
- Assist with wig fittings as required;
- Fulfil any make-up requirements needed for the show at the request of your manager;
- Learn and carry out wig show plots as required;
- Pre-setting wigs correctly and assisting artists into them where necessary;
- Maintaining accurate records of your wig plots and updating them as necessary;
- Attend get-in, fit-up and get-outs of each venue as required;
- Assist with teaching plots and supervision of local venue staff on tour;
- Assist with preparing wigs in line with daily cast changes;

- Undertake cast hair-cuts if appropriate and required;
- Help ensure requests from supervisors or the creative team are carried out;
- Attend any promotional events or events held by the Theatre Artists Fund regarding your placement as required as requested by your manager;
- Attend meetings as requested by your manager;
- being aware of the Producer's health and safety policies and ensuring that requirements in relation to health and safety are met within the department;
- upholding and promoting at all times the Producer's child protection policy and related procedures and guidelines;
- Any other duties as may be reasonably required in the course of your duties or training as WHAM Placement and as instructed by your manager.

You will also undertake external training in specialist courses which you can choose in conjunction with New Adventures and Cameron Mackintosh Ltd to tie-in to your skill set and the productions you will be working on. These might include: barbering, wig-knotting, period styling and Afro styling.

Any fees for these training courses will be covered by the employer, as will expenses to attend. These will be scheduled by mutual agreement.

You will also be assigned a mentor from the industry who will have regular sessions with you to monitor your progress.

Job Description

Essential Experience

- Previous experience of working in a Wigs, Hair and Make-Up Department in theatre

Skills and Attributes

- A friendly, enthusiastic approach and the ability to develop good working relationships with people at all levels.
- Communication and interpersonal skills.
- Self-motivated with the ability to effectively prioritise and problem-solve.
- An enthusiasm for the work of New Adventures and Cameron Mackintosh Ltd and an interest in building a career in theatrical WHAM, with a willingness to grow and learn as part of our small and committed team.

Terms and Conditions

Contract:	Employed contract, full-time
Hours:	48 hours per week on a buyout basis
Salary:	£635 gross, paid weekly with annual increase
Allowances:	To be paid in line with the relevant agreements where applicable
Contract length:	January 2024 – January 2026 You will be employed on a standard theatrical touring schedule, with duties on a Tuesday – Saturday inclusive with a Sunday to travel and a Monday off. This may vary later in the placement and in tech weeks.
Location:	On tour
Reports to:	Head of Wigs
Probationary Period:	Three months during which period two weeks' notice is required by both parties.
Subsequent Notice Period:	Following successful completion of Probationary Period, four weeks' notice is required.
Paid holiday entitlement:	4.8 weeks of holiday per year to be taken at mutually agreed dates.
Pension scheme:	If the postholder meets the qualifying criteria, they will be automatically enrolled into the company pension scheme, which is with NEST. The employer's contribution is 3% and employee 5%.
Mentoring:	Provided on a regular basis with an external mentor
Identity checks:	The successful applicant will need to provide official documents to confirm that they have the right to work in the UK and undergo an enhanced check with the Disclosures and Barring Service. New Adventures will pay for a DBS check if needed.

Equal Opportunities

New Adventures strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. New Adventures welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.