

MAKEUP

MAKEUP HEAD OF DEPARTMENT

The primary focus of the Makeup Head of Department (Makeup HOD from here on out) is translating the Director's vision through the design and creation of facial/body makeup and hair. This includes applicable research and consultation with performers and other relevant creatives. The Makeup HOD is also responsible for:

- Script breakdown and analysis relevant to makeup including the creation and recording of all character breakdowns
- Maintenance and sanitation of performer bags, makeup supplies, tools, and work areas including the makeup trailer, set, and any location or area a Makeup Department member is required to perform their duties.
- The supply and purchase of all necessary materials and equipment and maintaining the department's inventory and budget.
- Working with production and accounting to satisfy all department related reporting.
- Participating in all required production meetings and camera tests, and coordinating with casting, background casting, the production manager and the production office, and all relevant departments.
- The application, maintenance, and removal of facial/body makeup and hair on cast (including cast stunt doubles and cast photo doubles).
- Maintaining continuity of facial/body makeup and hair and their alteration throughout the shooting period.
- The supervision of Key Makeup Artists and 2nd Assistant Makeup Artists and the delegation of their work.
- Out-of-kit effects including the application, maintenance, and removal of cuts, wounds, blisters, scratches, bullet wounds, scars, tattoos, bald caps, bites, birthmarks, bruises, and blood application.
- The application, maintenance, and removal of prosthetic makeup and appliances.

NOTE: In the event that contact lenses are required for a performer as part of a production, the Makeup HOD can accept this responsibility at their discretion and in consultation with the performer. At the request of the Makeup HOD and/or the performer, a licensed eye specialist must be present for the insertion, maintenance, and removal of the contact lenses, and is required to be on set with the performer for their duration of use, particularly with the use of scleral lenses.

KEY MAKEUP ARTIST

The Key Makeup Artist must be able to perform the duties of the Makeup HOD, as are delegated to them. In the absence of the Makeup HOD, the Key Makeup Artist shall assume the full responsibilities of the Makeup HOD, including the maintenance of continuity notes, and the supervision of Key Makeup Artists and 2nd Assistant Makeup Artists.

2ND ASSISTANT MAKEUP ARTIST

The duties of the 2nd Assistant Makeup Artist will be delegated by the Makeup HOD, and will involve working exclusively with background performers. If a 2nd Assistant Makeup Artist employed on a production is required to work with cast (including cast stunt doubles and cast photo doubles) they are required to receive an upgrade to Key Makeup Artist, regardless of the presence of the Makeup HOD and/or other Key Makeup Artists. Working with cast includes the application of facial/body makeup and hair, otherwise known as processing cast (either in the makeup trailer or at another location), being required to watch cast on set (including touch-ups and final touches) and the removal of facial/body makeup and hair on cast.