

*BY APPRENTISHIP AND TRAINING BYLAWS AND DEPARTMENT QUALIFICATIONS, ALL HAIRSTYLISTS MUST HAVE COMPLETED ALL PROVINCIAL AND DEPARTMENTAL REQUIREMENTS AND HOLD A CERTIFICATE OF QUALIFICATIONS/RED SEAL.

HEAD OF DEPARTMENT

The Head of Hair Department shall be responsible for the design of all hairstyles, wigs and hairpieces in consultation with Director, Producer and may include Art Director and Costume Designer.

The HOD (Head of Department) will be responsible for research regarding period hairstyles, obtaining accessories, the application, removal and maintenance of all wig types, lace and hairpieces as well as be able to perform all elements of hairstyling including haircuts, colors, perms, barbering and hairstyling.

*The HOD may choose or have need to hire out services required.

The HOD may be required to assist cast members with the maintenance and protection of their own hair with the use of a variety of hair products. The HOD should have a kit that can reasonably fulfill services required and will be responsible for purchasing of expendables and actor specific requests with petty cash and/or production approval.

The HOD is responsible solely or with department assistance, the submission of all continuity. The HOD is responsible for proper use and submission of all petty cash and inventory(when required). The HOD will perform and/or delegate department requirements including hiring of additional crew, managing background and department paperwork.

KEY HAIRSTYLIST/1ST ASSISTANT HAIRSTYLIST

The Key/1st Assistant Hairstylist should be able to fulfill all HOD responsibilities as delegated by the HOD. The Key/1ST Assistant Hairstylist should have all tools and kit required to fulfill the job required by the HOD. The Key/1st Assistant Hairstylist may be required to assist in script breakdown, paperwork, hiring of additional crew, managing extras holding and may include assistance with petty cash and shopping.

In the absence of the HOD, the Key/1st Assistant Hairstylist shall assume HOD job requirements and duties.

2ND ASSISTANT HAIRSTYLIST

Duties and responsibilities shall be delegated by the Key/1st Assistant and/or HOD.