

MAKEUP G.T.A. RUNNING CREW RESPONSIBILITIES  
FOR ALL UNIVERSITY THEATRE PRODUCTIONS/PRACTICUM  
*Rev. August 2012*

1. Five weeks before the First Dress Rehearsal the G.T.A. should meet with the Costume and/or Makeup Designer to assess the designs and to discuss special requests, special materials, etc., which will need to be ordered or purchased.
2. Attend Final Run Through (FRT), Dry Tek, 2nd and 3rd Dress Rehearsals of all UT productions, including Mainstage and Inge. The purpose of attendance at the FRT is to become familiar with the production. The purpose of attendance at Dry Tek is to instruct and organize the crew, including the execution of unusual makeup. Makeup, hairstyles, wigs, etc., will be ordinarily be used starting with the 2nd dress rehearsal of all productions. The G.T.A. should assess the makeup and hair during the 2nd through 4th Dress Rehearsals, making sure the execution is satisfactory to the Designer. The G.T.A. should attend Dress Rehearsals until excused by the Technical Director.
3. Instruct the makeup crew in the following:
  - a. Assessment of the Designer's written and oral instructions regarding the setup of the makeup area and the gathering of materials and supplies.
  - b. Assessment of the complexity of the makeup and hair designs, and determination of which actors will need special attention.
  - c. Keeping a paper log of techniques.
  - d. Application of makeup and execution of hair and wig designs.
  - e. Health and safety concerns, including locations of fire extinguishers.
  - f. Evaluation of the makeup and hair execution from the house.
  - g. Cleaning and securing the makeup area and supplies.
  - h. Backstage dress (blacks) and etiquette. This includes each crewmember's responsibility to the current production. Emphasize that the show, stage manager and actors are dependent on each crewmember, that there is no one else to do their job, and that they are essential and valuable members of the production team. Also emphasize that civility and politeness can greatly mitigate stressful situations.
  - i. Absences by any crewmember are not excusable and must be reported to the Technical Director. The G.T.A. may not excuse any crewmember from any rehearsal or performance.
4. Appoint a crew head and/or assign individual duties, if necessary.
5. Monitor the condition of wigs and makeup supplies throughout the run of the production, and be prepared to repair and/or replace materials.

In addition to working with the crews, the Makeup G.T.A. is an assistant in the University Theatre and is responsible for assessing the makeup needs of each production, procuring supplies, and seeing to the completion of any pre-Dress Rehearsal work. The G.T.A. is responsible for the maintenance of the makeup facilities and all materials and equipment. In this respect, the Makeup G.T.A. is under the direct supervision of the Costume Shop Manager.