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## Overview

This standard is about your ability to contribute to the design process and obtain resources for hair, wigs, make-up and prosthetics for productions.

It includes selecting materials and equipment that suits the needs of a production and personal kit for this type of work.

It is about finding suppliers who can provide the necessary quantity of required materials and equipment and negotiating with suppliers for the provision of these within the allowed budget and time schedule.

It involves making sure that you keep accurate records of the materials and equipment you obtain.

This standard is most applicable to the role of hair and make-up designers or artists.

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## Performance criteria

### *You must be able to:*

1. agree the technical and creative requirements of the design brief with the designer and production team
2. agree roles and responsibilities with the designer and production team
3. make contributions to the design
4. select suppliers that are able to provide cost effective materials and equipment in line with the production budget and schedule
5. record and store design research information for future reference
6. check that selected suppliers are able to supply the materials and equipment for the work to meet your requirements for the design
7. obtain the necessary approvals for the materials and equipment including cost
8. negotiate and agree terms and conditions with suppliers for the supply or hire of materials and equipment and check that chosen products are safe for use
9. keep records of materials and equipment obtained for hair, wigs, make-up and prosthetics work
10. deal with delays in supply
11. adhere to returns policy for each supplier
12. liaise with the production team on progress
13. arrange fittings and appointments with performers and external providers to meet production schedule

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## Knowledge and understanding

### *You need to know and understand:*

1. the creative and technical requirements of the design brief
2. the time and budgetary constraints of the production schedule
3. the importance of clarifying roles and responsibilities with the hair and/ or make-up designer and production colleagues
4. how to source suppliers
5. how to arrange fittings and appointments to meet the production schedule which are convenient to all involved
6. how to keep design research records for future reference
7. the materials and equipment required and criteria to take into account when evaluating suppliers including required quality, quantity, type of resources/equipment, as well as their impact on cost, schedule and health and safety regulations
8. the budget at your disposal and who is the relevant person to approve expenditure
9. how to negotiate and agree terms and conditions with suppliers for the supply or hire of materials and equipment
10. how to obtain and use petty cash and the relevant paperwork for this
11. the importance of adhering to the returns policy for suppliers
12. documentation required for the supply of materials and equipment
13. methods for keeping records for materials and equipment obtained
14. how to deal with issues with time scales and suppliers

SKSHWMP4

Contribute to the design process and acquire resources for hair, wigs, make-up and prosthetics work



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