

---

Screen Guilds of Ireland  
**Competency Framework**

---

# Make-up Department



**Fís Éireann**  
Screen Ireland





# Make-up Department

---

## Roles

---

1. Make-up Designer
2. Key Make-up Artist
3. Make-up Artist
4. Crowd Make-up Supervisor
5. Junior Make-up Artist
6. Make-up Trainee

---

# Make-up Designer

---

The Make-up Designer is responsible for the character design of the cast. The design must give visual information to the audience, to help them understand the characters in the film, as well as the period in time, class or culture. The design must also take into account the Directors' style and the genre of film. They collaborate with the Director and the other HODs to create a cohesive vision of the script, bringing it from print to image. As well as being a design role, it is also a managerial role. The Designer must engage a department who can fulfil the needs of a particular script. Style, prosthetic ability, facial hair work will be taken into account, and the Designer must hire the most proficient make-up artists for the project.

---

## Key tasks:

1. Develops a make-up design that meets the expectation of the Director.
  2. Balances the make-up design against the shooting environment, bearing in mind the wearability of the design, and the conditions in which it is worn.
  3. Plans and budgets: Negotiates and controls the budget taking into account: crew, make-up costs, scheduling requirements.
  4. Hires a Make-up Department capable of executing the design and managing the team to optimum levels.
  5. Communicates the design to all members of the make-up team and maintains quality control on a daily basis
-

## Task statements

### Task statement 1:

**Develops a make-up design that meets the expectation of the Director.**

#### Associated activities

- ✓ Discusses the make-up design in the context of the overall production design with the Director and other relevant HODs.
- ✓ Researches from various sources to build a visual library.
- ✓ Designs the transition from script into image.
- ✓ Presents mood boards to communicate concepts.
- ✓ Camera tests the make-up designs to meet approval and to work with the costume and lighting designs.

### Task statement 2:

**Balances the make-up design against the shooting environment, taking into consideration the wearability of the design and the conditions in which it is worn.**

#### Associated activities

- ✓ Creates the master design for each character by drawing on knowledge of latest techniques and products in order to effectively realise the design concept in practical terms.
- ✓ Discusses any changes of look; such as bruising, ageing; with the Director in order to agree continuity of make-ups.
- ✓ Ensures make-up can withstand the shooting day and the actor's performance is not impeded by the design. Is aware that some departments impact heavily on make-up, e.g. hair or costume.
- ✓ Communicates with the actors regarding their character. Is prepared with research/mood boards to present the design. Ensures the design enhances the character and includes the actors' own vision of the character. Repeats this process with all cast, even cast being made up by other artists.
- ✓ Ensures the actor is comfortable with the MUA responsible for them during the shoot.

### Task statement 3:

**Negotiates and controls the budget taking into account: crew, make-up costs, scheduling requirements.**

#### Associated activities

- ✓ Negotiates the budget with the Production Manager/Line Producer. The budget is based on labour requirements and stock costs for all cast and crowd during the shoot. The Designer is responsible for all spending within the department and must be able to assess, within reason, the budgetary needs.
- ✓ Liaises with other departments on scheduling, production size, cast, and crowd numbers in order to schedule the labour flow for the department.
- ✓ Crews to correct levels.
- ✓ Estimates time required to process cast through make-up in order to advise the AD Department and production on scheduling and warns in advance of any make-up changes occurring during the shooting day.
- ✓ Is mindful of other departments restrictions and actors working conditions.
- ✓ Liaises with ADs regarding make-up continuity requirements affecting scheduling.

## Task statement 4:

**Hires a Make-up Department capable of executing the design and manages the team to optimum levels.**

### Associated activities

- ✓ Designates roles within the department and ensures the brief is carried out.
- ✓ Manages the department to ensure cohesiveness.
- ✓ Ensures division of tasks through clear communication. Is aware of each member's strengths and utilizes them accordingly. Is certain that MUAs know correct practice in communicating with other departments.
- ✓ Prepares mood boards to convey designs to department and colleagues.
- ✓ Communicates design to every level of artist. Achieves this through discussion, make-up tests and practical demonstrations. Is aware that MUA's will have different skill sets, and uses each team member to their optimum level.
- ✓ Is aware of changing safety standards for makeup, and ensures all MUAs in the department are following best practice.

## Task statement 5:

**Communicates the design to all team members and maintains quality control on a daily basis.**

### Associated activities

- ✓ Assigns individual actors to team members.
- ✓ Shows team members reference photos or research of desired look. Discusses expectations with team members.
- ✓ Designs all facial hair and prosthetics in advance of test fitting.
- ✓ Oversees a test fitting with actor and team member, to ensure collaboration will work.
- ✓ Camera tests design.
- ✓ Oversees daily application of make-up to maintain desired standard.

## Technical competencies

Area	Indicators	
<b>Develop a coherent make-up design</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You can collaborate with others to achieve mutual goals</li> <li>You are skilled in building relationships with other creatives</li> <li>You are able to negotiate when working to achieve common goals</li> <li>You are skilled in the orally/visually communication of complex concepts</li> <li>You can actively listen when receiving the brief from Director</li> <li>You have the ability to visualize design concepts</li> <li>You know how to use script breakdown techniques</li> <li>You know how to utilise research techniques</li> <li>You are skilled in selecting reference images that meet the brief</li> <li>You know how to choose the best medium (mood boards, show reels) to communicate the look to the Director and make-up team</li> <li>You have a thorough knowledge of period styles</li> <li>You are skilled in creating different styles/periods/moods with make-up</li> </ul>
<b>Create the master design for each character</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You can keep up to date with the latest techniques and products</li> <li>You have a comprehensive knowledge of make-up and other products used in make-up design</li> <li>You have a thorough knowledge of the following areas: beauty; prosthetics; period; fantasy; facial hair; skin management; special effects make-up</li> </ul>
<b>Skill in scouting locations</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You are skilled at arranging and organising staffing needs. (Breaking down the DOODS)</li> <li>You know how many MUAs/juniors/dailys are required to run the department to best practice</li> <li>You can adapt to changes in safety standards for make-up</li> <li>You have a thorough knowledge of stock prices</li> <li>Maintain a budget tracker throughout the shoot</li> <li>You can agree, manage and allocate the budget accordingly</li> <li>You can identify problems and define problems</li> </ul>
<b>Health and Safety Competency</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You have read and can understand the H&amp;S Statement and know what applies to the Make-up department</li> <li>You can follow Health and Safety protocols on set and location</li> <li>You understand the importance of safety standards for make-up</li> <li>You understand safety when working with chemicals</li> </ul>
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You can do research into the latest technologies/forums/use Microsoft /Google Docs to support the department</li> <li>You have a thorough understanding of and can work proficiently with SyncOnSet, QTAKE Monitor, Prodicle and Team Engine or similar digital platforms</li> </ul>
<b>Knowledge of who's who on set</b>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You have a thorough understanding of who is who and who to go to for particular issues</li> </ul>
<b>Admin/Paperwork</b>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You oversee and sign-off on any necessary paperwork</li> </ul>

---

# Key Make-up Artist

---

The Key Make-up Artist works directly under the Designer. They assume more responsibility within the department than a Make-up Artist. It is especially beneficial on large budget productions, or multi episodic television where extra help running the department is required, or where several units will run concurrently. They can manage the daily running of the department, leaving the Designer more time to continue the creative process. They may step in when the Designer needs to free themselves from department management. This role may be crewed from the Designer or make-up grade.

---

## Key tasks:

1. Makes all necessary arrangements to set up the job during prep.
  2. Applies make-up to the leading actors.
  3. Manages the Make-up Department.
  4. Acts as the main communication point for Make-up Artists within the department.
  5. Performs any necessary administrative tasks relevant to the role.
  6. Assists the department in wrapping up the production.
-

## Task statements

### Task statement 1:

**Makes all necessary arrangements to set up the job during prep.**

Associated activities

- ✓ Liaises with production to order all equipment.
- ✓ Oversees the loading of the trucks and bases in preparation for shoot, ensuring enough transport available to move equipment.
- ✓ Liaises with facilities regarding requirements and storage.
- ✓ Liaises with locations regarding space and mirrors and checks lighting is adequate in work places.
- ✓ Advises the department in setting up, checks the area is ready and ensures individual stations have necessary equipment.

### Task statement 2:

**Applies make-up to the leading actors.**

Associated activities

- ✓ Is highly skilled in all areas of make-up.
- ✓ Under guidelines from the Designer, completes make-up looks on the lead cast.
- ✓ Is adaptable and diplomatic when working under Designers and cast.
- ✓ Has an extensive knowledge of different periods.

### Task statement 3:

**Manages the Make-up Department.**

Associated activities

- ✓ Manages the make-up team on set in absence of the Designer.
- ✓ Manages budget trackers, purchase orders, timesheets and petty cash.
- ✓ Orders all stock and assesses stock levels going forward.

### Task statement 4:

**Acts as the main communication point for Make-up Artists within the department.**

Associated activities

- ✓ Supervises make-up continuity.
- ✓ Coordinates any changes due to scheduling, script adjustments, multiple units or location changes.
- ✓ In the absence of the Designer, communicates with the Director, 1st AD and continuity.
- ✓ Resolves any immediate issues, where shooting could be delayed.

## Task statement 5:

**Performs any necessary administrative tasks relevant to the role.**

### Associated activities

- ✓ Breaks down scripts and schedule.
- ✓ Predicts extra staffing needs.
- ✓ Supervises all administrative duties within the department.

## Task statement 6:

**Assists the department in wrapping up the production.**

### Associated activities

- ✓ Oversees the wrapping of the trucks and all work spaces in collaboration with the make-up team.
- ✓ Coordinates any equipment that may need to be returned.
- ✓ Hands over the digital continuity.
- ✓ When requested submits asset list to production.

## Technical competencies

Area	Indicators
<b>Paperwork and Admin</b>	<ul style="list-style-type: none"> <li>✓ You can ensure folders remain current and correct and that juniors really understand recording of continuity</li> <li>✓ You can adjust cast breakdowns throughout the shoot</li> <li>✓ You are able to communicate the continuity between multiple units</li> <li>✓ You take responsibility for administration</li> </ul>
<b>Set and behind the scenes</b>	<ul style="list-style-type: none"> <li>✓ You can take charge of the shooting floor</li> <li>✓ You can communicate with the Director, 1st AD and Script Supervisor</li> <li>✓ You can break down the script by scene, cast and story days</li> <li>✓ You know script story days and manage them against the schedule, taking into account there may be several story days in one shoot day</li> <li>✓ You can communicate to ADs any changes of makeup during the day, and length of time required</li> <li>✓ You can assess staffing needs and hire additional when necessary</li> <li>✓ You have a comprehensive knowledge of all levels of budgets and design requirements</li> <li>✓ You can organise cast fittings with outside suppliers, i.e. lens techs, prosthetics makers, character related dental</li> </ul>
<b>Make-up knowledge and Application</b>	<ul style="list-style-type: none"> <li>✓ You have a thorough knowledge of the following areas: beauty; prosthetics; period; fantasy; facial hair; skin management; special effects make-up</li> <li>✓ You can maintain any design for the length of the shooting day</li> <li>✓ You are confident with actors, and know how to achieve the specific character design</li> <li>✓ You can vary looks between characters, while working within the design brief</li> </ul>
<b>Planning and Budgeting</b>	<ul style="list-style-type: none"> <li>✓ You oversee time sheets and assist with department scheduling</li> <li>✓ You order all products and stock</li> <li>✓ You supervise budget trackers</li> <li>✓ You can use the DPO system</li> </ul>
<b>Health and Safety Competency</b>	<ul style="list-style-type: none"> <li>✓ You have read and can understand the H&amp;S Statement and know what applies to the Make-up Department</li> <li>✓ You can follow Health and Safety protocols on set and location</li> <li>✓ You understand the importance of safety standards for make-up</li> </ul>
<b>Ability to escalate problems to those concerned</b>	<ul style="list-style-type: none"> <li>✓ You can identify problems and define problems</li> </ul>
<b>Skill at using a computer or other digital device</b>	<ul style="list-style-type: none"> <li>✓ You can do research into the latest technologies/forums/use Microsoft/Google Docs to support the department</li> <li>✓ You have a thorough understanding of and can work proficiently with SyncOnSet, QTAKE Monitor, Prodicle and Team Engine or similar digital platforms</li> </ul>
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓ You know how to file continuity notes according to character</li> <li>✓ You can take note of make-up changes, and file by story day</li> <li>✓ You can establish master design and story day changes for each character</li> <li>✓ You can keep files up to date</li> <li>✓ You can photograph cast close up and from all angles</li> </ul>

---

# Make-up Artist

---

The Make-up Artist works under the direction of the Make-up Designer. They are likely to be responsible for lead actors. The role is a creative one, with some managerial tasks, but carried out under supervision. On smaller budget jobs the Key Make-up and the Make-up Artist rolls may be amalgamated. Therefore, a Make-up Artist must be able to move rank within the department. They may be responsible for running the floor when the Designer is absent.

---

## Key tasks:

1. Assists with the set-up of the job during prep.
  2. Applies make-up to cast and background including lead actors.
  3. Administrative tasks, including some budgetary, digital and continuity.
  4. Acts as the main communication point for Trainees and Juniors within the department.
  5. Prepares and organises for the following day.
-

## Task statements

### Task statement 1:

**Assists with the set-up of the job during prep.**

Associated activities

- ✓ Assists in loading trucks and bases in preparation for shoot.
- ✓ Arranges external contractors for fittings such as prosthetics, teeth, contact lens techs.
- ✓ Assesses stock needs, and orders where needed.
- ✓ Assists with research such as period, make-up styles and film genres.

### Task statement 2:

**Applies make-up to cast and background including lead actors.**

Associated activities

- ✓ Under guidelines from the Designer, completes make-up looks on cast, knowing how to achieve the specific character design.
- ✓ Manages artists on set and liaise with other departments.
- ✓ Runs the floor in absence of a higher grade.
- ✓ Ensures make-ups remain maintained in the most efficient manner possible.
- ✓ Liaises with other departments, mainly costume and hair, to ensure smooth coordination on set.

### Task statement 3:

**Performs administrative tasks, including some budgetary and continuity.**

Associated activities

- ✓ Breaks down scripts and schedules.
- ✓ Knows different story days and manages them against the schedule, taking into account there may be several story days in one shoot day.
- ✓ Keeps informed about how long cast changes during the day will take, and liaises with the necessary departments accordingly.
- ✓ Files continuity notes according to character and photograph cast.

## Task statement 4:

**Acts as the main communication point for Trainees and Juniors within the department.**

### Associated activities

- ✓ Ensures Juniors and Trainees understand their assigned tasks.
- ✓ Passes on relevant knowledge to Juniors. Supervises their tasks, and advises them if their tasks are not completed to standard.
- ✓ Ensures additional artists are compliant with production protocol regarding non- disclosure agreements, start forms, time sheets, ID and social media policy.
- ✓ Supervises continuity folders.
- ✓ Ensures folders remain current and correct and that juniors really understand logging of continuity.

## Task statement 5:

**Prepares and organizes for the following day.**

### Associated activities

- ✓ On wrap, ensures everything is ready for the next day.
- ✓ Organises all equipment, artists bags, beards or prosthetics are with the correct unit.
- ✓ Checks that the correct continuity notes are with the correct artist.

## Technical competencies

Area	Indicators
<b>Paperwork and Admin</b>	<ul style="list-style-type: none"> <li>✓ You can ensure folders remain current and correct and that Juniors really understand recording of continuity.</li> <li>✓ You can adjust cast breakdowns throughout the shoot</li> <li>✓ You are able to communicate the continuity between multiple units</li> <li>✓ You take responsibility for administration</li> </ul>
<b>Set and behind the scenes</b>	<ul style="list-style-type: none"> <li>✓ You can take charge of the shooting floor</li> <li>✓ You can communicate with the director, 1st AD and Script Supervisor</li> <li>✓ You can break down the script by scene, cast and story days</li> <li>✓ You know script story days and manage them against the schedule, taking into account there may be several story days in one shoot day</li> <li>✓ You can communicate to ADs any changes of makeup during the day, and length of time required</li> <li>✓ You can assess staffing needs</li> <li>✓ You have a comprehensive knowledge of all levels of budgets and design requirements</li> <li>✓ You can organise cast fittings with outside suppliers, i.e. lens techs, prosthetics makers, character related dental</li> </ul>
<b>Make-up knowledge and Application</b>	<ul style="list-style-type: none"> <li>✓ You have a thorough knowledge of the following areas: beauty; prosthetics; period; fantasy; facial hair; skin management; special effects make-up</li> <li>✓ You can maintain any design for the length of the shooting day</li> <li>✓ You are confident with actors, and know how to achieve the specific character design</li> <li>✓ You can vary looks between characters, while working within the design brief</li> </ul>
<b>Planning and Budgeting</b>	<ul style="list-style-type: none"> <li>✓ You oversee time sheets and assist with department scheduling</li> <li>✓ You order all products and stock</li> <li>✓ You supervise budget trackers</li> <li>✓ You can use the DPO system</li> </ul>
<b>Health and Safety Competency</b>	<ul style="list-style-type: none"> <li>✓ You have read and can understand the H&amp;S Statement and know what applies to the Make-up Department</li> <li>✓ You can follow Health and Safety protocols on set and location</li> <li>✓ You understand the importance of safety standards for make-up</li> </ul>
<b>Ability to escalate problems to those concerned</b>	<ul style="list-style-type: none"> <li>✓ You can identify problems and define problems</li> </ul>
<b>Skill at using a computer or other digital device</b>	<ul style="list-style-type: none"> <li>✓ You can do research into the latest technologies/forums/use Microsoft/Google Docs to support the department</li> <li>✓ You have a thorough understanding of and can work proficiently with SyncOnSet, QTAKE Monitor, Prodicle and Team Engine or similar digital platforms</li> </ul>
<b>Knowledge of who's who on set</b>	<ul style="list-style-type: none"> <li>✓ You have a thorough understanding of who is who and who to go to for particular issues</li> </ul>
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓ You know how to file continuity notes according to character</li> <li>✓ You can take note of make-up changes, and file by story day</li> <li>✓ You can establish master design and story day changes for each character</li> <li>✓ You can keep files up to date</li> <li>✓ You can photograph cast close up and from all angles</li> </ul>

---

# Crowd Make-up Supervisor

---

This is a creative and managerial role, requiring strong leadership skills. The Crowd Supervisor works independently of, but with a high level of accountability to the Make-up Designer. The Supervisor will be highly organized, working well under pressure. As the crowd room operates separately from the main team, the Supervisor must be able to make design decisions. They will have a close relationship with the Designer and work to a similar aesthetic, while following a design brief. The Supervisor will be responsible for large numbers of staff and must be capable of managing them. They are also responsible for the logistics of the crowd room. This role may be crewed from the Designer or make-up grade.

---

## Key tasks:

1. Sets up the crowd room.
  2. Manages a separate budget for crowds.
  3. Translates the Designer's concepts without supervision.
  4. Engages additional staff when necessary.
  5. Liaises with the Extras Coordinator about schedules, fittings and tests.
-

## Task statements

### Task statement 1:

**Sets up the crowd room.**

Associated activities

- ✓ Liaises with locations and facilities to set up a working area.
- ✓ Ensures the tent/room is large enough and well lit.
- ✓ Ensures ventilation to meet working standards.
- ✓ Orders enough work stations and mirrors for each artist daily.
- ✓ Organises moving the crowd base from unit to unit, and runs the shooting unit while setting up the next base.
- ✓ Arranges shipment of equipment between bases.

### Task statement 2:

**Manages a separate budget for the crowd.**

Associated activities

- ✓ Assesses crowd numbers and make-up design for the project and provides an estimated budget.
- ✓ Orders large stock items such as beards, prosthetics or teeth in time for fittings.
- ✓ Orders all other stock with on ongoing assessment of needs.
- ✓ Organises stock to ensure there is enough for each artist.
- ✓ Manages staffing levels.

### Task statement 3:

**Translates the Designer's concepts at times without supervision.**

Associated activities

- ✓ Liaises with the Designer about specific looks for various groups of extras, and designs an individual look for each extra.
- ✓ Arranges fittings and tests with the Extras Coordinator.
- ✓ Teaches daily Make-up Artists the required looks, ensuring each artist has the skills necessary to deliver under time pressure.
- ✓ Ensures any additional stock, e.g. prosthetics/teeth are fitted and supplied on time.

## Task statement 4:

### Engages additional staff.

#### Associated activities

- ✓ Takes into account, schedule, look and skill levels engage the correct number of artists per day. This may include additional artists for the main team or for fittings during the shooting day.
- ✓ Ensures additional artists are compliant with production protocol regarding non- disclosure agreements, start forms, time sheets, ID and social media policy.
- ✓ Ensures additional artists are hygiene and chemical safe.
- ✓ Manages the daily staff to include break times and overtime.

## Task statement 5:

### Liaises with Extras Coordinator about schedules, fittings and tests.

#### Associated activities

- ✓ Assesses with the Extras Coordinator how long it will take to process the crowd each morning. This will change on a daily basis.
- ✓ Arranges the extras fittings throughout the day. Ensures there are enough artists to cover the set and the fittings.
- ✓ Stays in constant contact with the coordinator regarding changes in schedule, overtime, extras numbers or locations to ensure department is run to maximum productivity.

## Technical competencies

Area	Indicators
<b>Admin</b>	<ul style="list-style-type: none"> <li>✓ You can adapt well to changes, organising and re-organising</li> <li>✓ You can book and cancel crew when necessary, as changes in script, location and numbers are common</li> <li>✓ You can ensure daily crew have call sheets and all relevant info</li> <li>✓ You know how to fill out timesheets which must be filled correctly and signed off</li> </ul>
<b>Set and behind the scenes</b>	<ul style="list-style-type: none"> <li>✓ You can communicate designs to MUAs</li> <li>✓ You can provide enough reference and mood boards so MUAs can meet the brief</li> <li>✓ You can break down the script by scene, cast and story days</li> <li>✓ You know script story days and manage them against the schedule, taking into account there may be several story days in one shoot day</li> <li>✓ You can assess staffing needs</li> </ul>
<b>Paperwork and budgeting</b>	<ul style="list-style-type: none"> <li>✓ You can ensure folders remain current and correct with regards to continuity</li> <li>✓ You can adjust crowd breakdowns throughout the shoot</li> <li>✓ You take responsibility for admin, such as timesheets, petty cash etc.</li> <li>✓ You order all products and stock</li> <li>✓ You have an independent budget and can manage it accordingly</li> <li>✓ You can use the DPO system.</li> </ul>
<b>Make-up knowledge and Application</b>	<ul style="list-style-type: none"> <li>✓ You have a thorough knowledge of the following areas: beauty; prosthetics; period; fantasy; facial hair; skin management; special effects make-up</li> <li>✓ You can maintain any design for the length of the shooting day</li> <li>✓ You are confident with actors, and know how to achieve the specific character design</li> <li>✓ You can vary looks between characters, while working within the design brief</li> </ul>
<b>Health and Safety Competency</b>	<ul style="list-style-type: none"> <li>✓ You have read and can understand the H&amp;S Statement and know what applies to the Make-up Department</li> <li>✓ You can follow Health and Safety protocols on set and location</li> <li>✓ You understand the importance of safety standards for make-up</li> </ul>
<b>Skill at using a computer or other digital device</b>	<ul style="list-style-type: none"> <li>✓ You can do research into the latest technologies/forums/use Microsoft/Google Docs to support the department</li> <li>✓ You have a thorough understanding of and can work proficiently with SyncOnSet, QTAKE monitor, Prodicle and Team Engine or similar digital platforms</li> </ul>
<b>Knowledge of who's who on set</b>	<ul style="list-style-type: none"> <li>✓ You have a thorough understanding of who is who and who to go to for particular issues</li> </ul>

---

# Junior Make-up Artist

---

A Junior Make-up Artist, though still in training, is very valuable to a make-up team. They must be able to help set up the department or crowd base, and work from both bases. They may be required to run the office admin within the department. They will also be developing their own make-up skills and style. Juniors have completed a college course or have a recognized qualification. A Junior may start to apply make-up, usually to a crowd, to develop their own skills. A more experienced Junior may also work on cast, usually standing by on set, or in some cases applying make-up to cast, under supervision. They will also learn how to work with multiple designers, and how to work as part of a team. Taking into consideration how teams differ from job to job. Adaptability and stamina is important at this level.

---

## Key tasks:

1. Supports the Make-up Designer and artists.
  2. Records continuity.
  3. Carries out script breakdowns and understands their importance.
  4. Orders stock under supervision.
  5. Wraps out actors at the end of the day.
  6. On wrap, sets up for the following day.
-

## Task statements

### Task statement 1:

**Supports the Make-up Designer and artists.**

Associated activities

- ✓ Assists with research for the Make-up Designer.
- ✓ Learns what is relevant when researching, taking production design, character description, class and location into account. Learns about different types of make-up and various styles, make-ups and techniques that are used.
- ✓ Starts to develop one's own style.
- ✓ Assists with running a bus/base.
- ✓ Working together with an artist on more substantial make-ups, i.e. bald caps, prosthetics, on set checks.
- ✓ Knowing who and when to approach on set when and issues arise.
- ✓ Stands by on other team members cast as necessary.

### Task statement 2:

**Records continuity.**

Associated activities

- ✓ Takes make-up notes on behalf of the department.
- ✓ Photographs all cast/extras.
- ✓ Files continuity correctly: cast photos and make-up notes must be current and easily accessible. Juniors must be able to access from, any reference point, correct notes and photos.

### Task statement 3:

**Carries out script breakdowns and understands their importance.**

Associated activities

- ✓ Learns how to breakdown a script by story days.
- ✓ Correctly inserts story days to script and understands application of these days.
- ✓ Understands timings between story days.
- ✓ Learns how to cross reference story days and make-up notes.
- ✓ Records continuity on multiple platforms, i.e. SyncOnSet, Google Drive, hard copies. Learns why make-up is changed because of story days.

## Task statement 4:

### General department administration.

#### Associated activities

- ✓ Keeps an eye on stock levels and know when things are running out. Orders and shops for all products.
- ✓ Predicts what will be needed and orders in time.
- ✓ Liaises with production about collection/couriers.
- ✓ Sets up petty cash, purchase order folders.
- ✓ Sets up and maintains the bus and crowd room.
- ✓ Ensures clean of stations are ready and well stocked with correct clean off chemicals.

## Technical competencies

Area	Indicators	
<b>Health and Safety Competency</b>	✓	You have read and can understand the H&S Statement and know what applies to the Make-up Department
	✓	You can follow health and safety protocols on set and location
	✓	You understand the importance of safety standards for make-up
<b>Make-up Competency</b>	✓	You are learning how to communicate with actors in a professional capacity
	✓	You are learning the application of facial hair and the correct way to fit, clean, log and maintain it during a shoot
	✓	You are learning to follow directions given by the Designer and Make-up Artist creating looks based on this direction
	✓	You are learning different period styles, and how to apply different looks
	✓	You are learning how to translate techniques learnt in college to practical work on set
<b>Skill at using a computer or other digital device</b>	✓	You can do research into the latest technologies/forums/use Microsoft/Google Docs to support the department
	✓	You have a thorough understand and can work proficiently with SyncOnSet, QTAKE Monitor, Prodicle and Team Engine or similar digital platforms
	✓	You know how to compile and present moodboards
<b>Knowledge of who's who on set</b>	✓	You have a thorough understanding of who is who and who to go to for particular issues
<b>Research Skills</b>	✓	You can source research from different platforms: art galleries, internet search, books etc.
<b>Admin and paperwork</b>	✓	You know how to read DOODs, story days, script etc.
	✓	You know how to break down a script
	✓	You can take notes
<b>Basic accountancy knowledge</b>	✓	You can use petty cash forms
	✓	You know how to navigate the DPO system
	✓	You know how to fill out timesheets
	✓	You know how to operate and manage the company credit card
<b>Continuity</b>	✓	You are learning know how to file continuity notes according to character You are learning how to take note of make-up changes, and file by story day You are learning how to establish master design and story day changes for each character
	✓	
	✓	

---

# Make-up Trainee

---

Trainee is the introductory grade to the Make-up Department. Trainees are not qualified Make-up Artists and will not undertake any work whatsoever without full supervision. A Trainee will observe how the department is managed. They will learn how to communicate with cast and other crew members. They will learn set etiquette and how to work as part of the team. It should be a safe place from which to learn, as all responsibility is assumed by other team members. A good Trainee should be enthusiastic, willing to learn under supervision, accept constructive criticism, and be adaptable to working in a creative industry. A Trainee should have a basic knowledge of make-up and be in or prepared to complete recognised courses, as an introductory grade it is open to anyone who is interested in a career in make-up, but it is highly unlikely that further progress will be made without a proper qualification. Any work undertaken without supervision cannot be considered when applying for upgrading.

---

## Key tasks:

1. Willingness to learn and ability to actively listen and observe.
  2. Carries out the necessary administrative duties for the department.
  3. Prepares working space.
  4. Basic knowledge of make-up and hygiene.
  5. Assists the team during wrap.
-

## Task statements

### Task statement 1:

**Willingness to learn and ability to actively listen and observe.**

Associated activities

- ✓ Learns from observing those working around them.
- ✓ Reads the script and starts to decipher technical information from it: character descriptions and story days.
- ✓ Follows instructions – learns to work to instruction and accepts constructive criticism.
- ✓ Understands how to be a backup within the department.

### Task statement 2:

**Carries out the necessary administrative duties for the department.**

Associated activities

- ✓ Introduction to administration liaises with production regarding courier collections, folders are stocked with up to date scripts, and ensures production paperwork is up to date.
- ✓ Knows how to deal with stock when it arrives: distributes between unit, labelling and stock taking.

### Task statement 3:

**Preparation of working space.**

Associated activities

- ✓ Helps set up cast and crowd areas under guidance.
- ✓ Keeps workplaces clean.
- ✓ Learns to set up work places with relevance to the job: ensuring facial hair, prosthetics, dirt etc. are correctly distributed.

### Task statement 4:

**Basic knowledge of make-up and hygiene.**

Associated activities

- ✓ Has a willingness to learn and interest in make-up application.
- ✓ Learns to clean off actors and crowds under guidance.
- ✓ Learns safety and hygiene measures in make-up application.

### Task statement 5:

**Assists the team during wrap**

Associated activities

- ✓ Assists in wrapping of all equipment and spaces under guidance.
- ✓ Performs all necessary equipment and product cleaning.

## Technical competencies

Area	Indicators	
<b>Basic make-up and hygiene knowledge.</b>	✓	You are learning the difference between period, natural and beauty, and start to identify differences in period facial hair
	✓	You are learning how to handle and clean facial hair
	✓	You are learning the application of different styles of dirt and basic corrective make-ups
	✓	You are learning how to use different removers for make-up, prosthetics, facial hair, laid on hair and know how to spot a reaction in the skin
	✓	You are learning how to work safely with chemicals
<b>Preparation of working spaces</b>	✓	You know how many artists are required and make sure there are corresponding workplaces, and that they are stocked with consumables
	✓	You know how to clean all the equipment and tidy the bus and base
<b>Admin skills</b>	✓	You are learning how to digitally record continuity, fill timesheets, and familiarizing yourself with industry standard software i.e.SyncOnSet, QTAKE Monitor, Prodicle and Team Engine or similar digital platforms
	✓	You are learning how to work with other departments and how to work as part of a team
	✓	You can identify different products and store accordingly
<b>Willingness to learn</b>	✓	You aim to improve your knowledge of all aspects of make-up, making time to practice
	✓	You are learning to spot references relevant to the make-up department e.g. character descriptions, actions, weather conditions
	✓	You listen carefully to meet requirements and adapt to different Designers' styles of working
	✓	You can accept constructive criticism
	✓	You are attentive and are learning the sequence of make-up
<b>Research Skills</b>	✓	You can source research from different platforms: art galleries, internet search, books etc.
<b>Admin and paperwork</b>	✓	You know how to read DOODs, story days, script etc.
	✓	You know how to break down a script
	✓	You can take notes
<b>Health and Safety Competency</b>	✓	You have read and can understand the H&S Statement and know what applies to the Make-up Department.
	✓	You can follow Health and Safety protocols on set and location
	✓	You understand the importance of safety standards for make-up
<b>Knowledge of who's who on set</b>	✓	You have a basic understanding of who is who and who to go to for particular issues





**Fís Éireann**  
Screen Ireland

