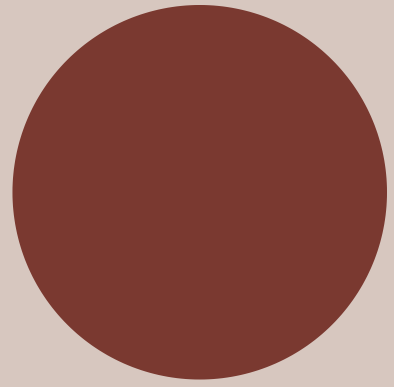


THE GREATEST ASSISTANT GUIDE

NATTY ● ● ● ●
CONTRERA

tip one:

uniform



Your uniform is not just you. It's more than your clothes and more than your makeup. The following things to remember to use as your uniform.

- clothes - all black is a safe bet, but always dress comfortable and professional
- makeup and hair - this does not mean a beat face that needs touching up or hair that ends up in the way. This means polished, clean and low maintenance
- shoes - shoes need to be clean, nice and comfortable. Read the room. Sneakers are possible if they are not your running shoes.
- finger nails - clean, no chipped polish
- hygiene - be aware of your personal hygiene
- kit - clean and prepared
- other - office space, your website, your social media and anything that clients can see.

tip two:

communicate

Communication happens before the shoot. You should be prepped walking onto the set, into the wedding party, or whatever it is you are assisting on. Communicate before and during to ask the right questions, keep the flow going and help the key artist. Communicate with your clients to make sure they are enjoying the experience. Communicate after to keep the relationship with the key artist.

- Don't take this time to pass out your cards
- Don't reach out to the production company or overstep boundaries without the Key.
- Don't talk about your pricing in front of others
- Use this as a time to build a connection with the key artist and gain job experience
- Ask the Key how you can benefit them

THE KEY IS YOUR LEAD TO
SUCCESS....SO FOLLOW

tip three:

punctual

Time is money. Showing up on time means showing up early and ready to go. Use reminders on your phone, use alarms to keep yourself on time and planning ahead.

- Make sure your tools are cleaned and ready to go.
- Check your list twice.
- Make sure that you have gas in your car the night before the event or gig.
- Make sure that you have already googled and GPS the address so you know what traffic will look like
- If using Public Transportation: check train times ahead of time.
- If using Uber or Taxi: Schedule your ride
- Get the phone numbers of the key artist and other people that you may need in case of an emergency

tip four:

prepare

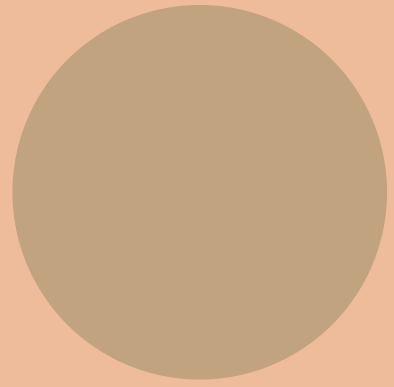


This is everything. Prepare yourself.

- Research the Photographer, brand or client.
- Never show up with a dirty kit or tools
- Here is your reminder: **Wipe Down Your Brush Belt**, too!
- Ask for the requirements of assisting
- If you will be working on any models, ask for a mood board
- Wear appropriate clothing
- Pack water bottles and a few granola bars (just in case -- this is great for tip for wedding party or if you arrive early and theres no where to get breakfast)

tip five:

flexible



Go with the flow. Take a big breath and adjust accordingly. Things do not always go as planned. In fact, they almost never go as planned.

- There are always multiple ways to get the same end result. **Get Creative.**
- Timelines are great but be forward thinking if something is taking too long.
- Be available to take care of any tasks asked.
- Handle tasks **BEFORE** they are asked of you -- **Forward Thinking** again!
- Give feedback -- only if asked by Key Artist or loop in the Key Artist to give feedback.

(ps; email later for feedback about your day)

tip six:

read the room

I am all for showcasing your personality, being yourself and getting to know the team. But, you are there to do a job, so sometimes you need to....read the room.

- Mirror the key artist and expectations
- Make sure to loop key artist in on any decisions
- If you are unsure -- **ask.**
- Build your relationship with artists that:
you love their work
love their work ethic
and have a work personality you enjoy
- Reading the room sometimes means solving problems and sometimes it means staying quiet to let someone else shine.

tip seven:

stay connected

- Keep contact information of the Key Artist you enjoyed working with to build a relationship and assist on other jobs.
- Follow them on social media
- Engage with them on social media
- Sign up for their e-mail list
- Send Thank You cards and E-mails
- Ask for feedback

Pro Tip: Remember their birthday and other important dates. (Especially If they are someone you want to work with often)

bonus:

email template

Hello [Key MUA],

I hope this email finds you well. I have been admiring your work from afar so I wanted to introduce myself.

My name is XYZ and I am an aspiring makeup/hairstylist in the CITY area. I wanted to branch more into [bridal/commercial/editorial]

I was hoping you were looking for a highly motivated, punctual and eager assistant for a future shoot/wedding/etc.

I'd love to jump on a call or treat you to a cup of coffee to chat more. I have enclosed my website and social media below.

Looking forward to hearing from you,

Your Name

Your title

Your Phone Number

Your Social Media

Your Website



the rundown bonus

self evaluation

- Does my uniform represent me?
- Have I communicated effectively?
- Am I prepared to show up on time?
- What steps did I take to solve problems and be a forward thinker?
- Did I read the room and mirror expectations?
- Did I thank anyone for this experience?
- Have I followed up?



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