Extra-Departmental Technical Support
Policy in Department of Drama and Theatre,
Royal Holloway, University of London

Inter-departmental support

The Technical Team of the Department of Drama & Theatre – inclusive of and directly line-managed by the Production Manager – consists of the Production Technician, the Theatre Electrician, the Design Technician and the Digital Media Technician (hereafter collectively “the tech team”).

The tech team supports all student and staff productions, performances, conferences, and events held by and within the Department of Drama & Theatre. The tech team provide extensive working knowledge of the departmental spaces and the utilisation of the equipment therein, with expertise in many areas of technical theatre and stage management.

Extra-departmental support

Initial requisites

Tech team support outside of the Department of Drama & Theatre is limited. Support is initially offered dependent on the following conditions:

- The support required is limited to within the confines of the campus of Royal Holloway

- The support required is equivalent to the support provided by the tech team to the - Department of Drama & Theatre (e.g. rigging, focusing of lights; audiovisual operation)

- Technicians’ availability

- Technicians’ knowledge/expertise for the required support

The decision to offer extra-departmental support lies with the Production Manager, who reserves the right to refuse support at any time.

Costs

The tech team work to rate of £40.00 per hour per person, with a minimum of two hours support from a minimum of two people. Equipment hire is separate but almost always a requisite, and entirely negotiable with the Production Manager. Any and all payments should be made to the Department of Drama & Theatre.