Project teams for 444th anniversary celebrations
Faculty of the Humanities

In order to plan the organisation of the 444th anniversary celebrations in our faculty in an effective way and to give everyone the opportunity to contribute their ideas, we have decided to divide the organisational activities into different project teams. With an eye to knowledge sharing, on most of the teams we are striving to include both students and staff from various degree programmes and institutes.

For the following five project teams we are currently looking for enthusiastic students (additional new projects may be added to this list over the course of the year). Each of the projects is explained below:
1. Core team
2. Family and friends day
3. Faculty party night
4. Competition and corresponding exhibition
5. Photography and video team

Division of tasks
Each project team will meet at least once a month to discuss the organisation of and progress on the various 444th anniversary activities. Additionally, each team will draw up its own division of tasks, taking care to spread out the work load as evenly as possible. The tasks entailed here are expected to take a few hours of your time each week. But of course, we will take your work load around exam periods and the like into account.

Extras for students
Considering that, in principle, students receive no compensation for their participation on these project teams, we will do our best to give something back in the form of group activities. For example, there could be special social gatherings for all students collaborating on the 444th anniversary celebrations so you can exchange your experiences and expand your network, or free courses relevant for the activities on your team (such as a photography course for the photography team). Naturally, we are open to your suggestions.

1. 444th anniversary core team in the Faculty of the Humanities
Leiden University’s 444th anniversary will be celebrated throughout 2019 with various activities for the largest audience possible. A distinction will be made between activities aimed at the outside world, specifically the residents of Leiden and The Hague, on the one hand, and activities for the staff, students, and alumni of our own faculty, on the other. For the latter group of activities we need a core team that:

- Will oversee and supervise which 444th anniversary activities are taking place when and where and what the various project teams need for that from our faculty/institutes/degree programmes.
- Will be responsible for faculty communication concerning the 444th anniversary celebrations, including putting together a line of clothing and goodies and 444th anniversary publications.
- Will function as a link between the university-wide celebrations and those within Humanities.
- Will manage the faculty budget for the celebrations.
- Will endeavour to find additional opportunities to share the value of the humanities with each other and with the outside world in an original way.
2. **Family and friends day**
One of the activities being organised as part of the 444th anniversary celebrations is the Friends and Family Day. On this day, every staff member will be allowed to invite four friends and/or family members to take a peek behind the scenes in our faculty. This day will take place in the spring of 2019 in all faculties simultaneously and will therefore be planned in close conjunction with the organisation of the central 444th anniversary celebrations.

In order to make this day a success, we are looking for a team that:
- Will put together a **multifaceted programme** allowing us to show in an original way what the humanities at Leiden University are all about and how **enjoyable and inspiring** it is for both young and old. This could include mini-lectures, interactive guided tours, peeks behind the scenes, or a Humanities pub quiz.
- Will take charge of **internal communications** and of **promoting** this event.
- Will take on the **practical organisation** of the day itself, including reserving rooms, signage, food services, and coordinating speakers, tour guides, and students who will be providing assistance on the day of the celebration.
- Will manage the **budget** for this event.

3. **Faculty party night**
Of course, we can’t let such a special milestone as the 444th year of Leiden University’s existence, and thus also our faculty, go by without a big party. We are therefore looking for an enthusiastic group of students who will plan the party night for staff and students. You will be given total freedom (with the constraints of the budget) to put on a festive spring/summer evening event at which we will all celebrate the humanities.

This team of students will deal with the following:
- The **practical organisation** of a party for a population of about 1,000 staff and 7,000 students. This include things like location, technical matters, and décor.
- Booking **music and catering**
- **Promoting** the event and any **ticket sales**.
- Managing the **budget**.
- Looking at ways to make it a real 'humanities matter’ party.

4. **Competition and corresponding exhibition**
To celebrate the fact that our faculty is home to so much creative talent, in 2019 we are planning to organise a competition in which we will invite students, staff, and alumni to imagine the value of the humanities in a creative way. That could be in a variety of ways, such as with music, the plastic arts, dance, or poetry. Everything is welcome. We hope to assemble the competition entries into an exhibition that can be viewed in and around our faculty.

So, for this project we are looking for staff and students who:
- Will **contribute their ideas** about how we can make this competition a success.
- Will **generate interest** in the competition among students, staff, and alumni.
- Will take charge of the task of **processing the competition entries**.
- Will organise the **awards ceremony** and the opening of the exhibition.
- Will assemble the competition entries into an exhibition **embodying the ‘humanities matter’ concept**.
5. Photography and video team

Given that the 'humanities matter' proclamation will be the theme of 2019 in our faculty, we also want to be able to project an image of why it is that we matter. For that reason, we are looking for a team of talented students who are eager to use their still camera or video camera to capture students and scholars in action. That could be during one of the many university-wide 444th anniversary activities where we will be present as a faculty, but you are also free to make your own suggestions on things such as a good way to present your degree programme or your favourite professor’s research topics.

As a member of the photography and video team you will be:
- Contributing your ideas on how to present research and teaching in our faculty in the best way possible.
- Making photo and video portraits of students, staff, and alumni.
- Capturing images of our students and scholars at events (internal and external). We may give you a ticket to Museum Night (Museumnacht), the Liberation Festival (Bevrijdingsfestival) in The Hague, or the Night of Discoveries (Nacht van Ontdekkingen) to gofilm or take pictures there.
- The team will draw up a clear division of tasks indicating who will be handling which topics or activities. This will give you the opportunity to develop your skills and knowledge on a specific point or to try out different working methods.