Would you like to help history come alive at the Nevada Historical Society?

Join our team and become a volunteer today!

The NHS Docent Council is a volunteer organization that supports the mission and activities of the Society for the past 30 years.

The Nevada Historical Society is the oldest cultural institution in the state of Nevada. It was created in 1904 with newspaper publisher Robert Fulton as president and Jeanne Elizabeth Weir as executive secretary. Weir would become chairman of the Department of History and Political Science at the University of Nevada and Director of the NHS until her death in 1950. Weir was the driving force behind the organization and collected materials of importance to Nevada’s history—newspapers, manuscripts, photographs, maps, books and artifacts. Weir kept the collection in her home until the first permanent NHS facility opened on University Avenue in 1913.

Nevada Historical Society
1650 North Virginia Street
Reno, Nevada 89503
775-688-1190 ext. 0
http://museums.nevadaculture.org
Email: shayeszorn@nevadaculture.org
Museum open—Wed.—Sat., 10 a.m.—5 p.m.
Library open—Wed.—Sat., 12—4 p.m.

The next Nevada Historical Society Docent Training Class will be held:
September 19, 2015
9:00am to 12:00pm
You will get the necessary training to work in the Nevada Historical Society Collections, Museum Store and Admissions Office.

**How to do Research:** Learn the history of the Nevada Historical Society, meet the curators of photography, manuscript, artifact collections and the research library, to learn the basics of how to operate in their areas. You will work with a volunteer mentor to get you on your way.

**Research Library:** Learn to greet patrons and give a description of how to use the library, enter patron info into records, keep track of patron time, store and lock possessions, assist patrons with tools to do research.

**Photography Archive:** Learn to scan, Photoshop images, catalog, enter images and information in Past Perfect, copy images for public binders; assist researchers in finding pictures.

**Museum Store:** Learn to greet and direct visitors, use the cash register software, the bar code scanner, the credit card machine, the book areas, gift areas, maps, quarterlies.

**Research Library:** Learn to greet patrons and give a description of how to use the library, enter patron info into records, keep track of patron time, store and lock possessions, assist patrons with tools to do research.

**Photography Archive:** Learn to scan, Photoshop images, catalog, enter images and information in Past Perfect, copy images for public binders; assist researchers in finding pictures.

To sign up for training and to apply for membership in the NHS Docent Council, fill out the form below and return it to the Docent Council, 1650 N. Virginia Street, Reno, NV 89503. For more information, please call 775-688-1190.

**Name**

____________________________________________

**Address**

____________________________________________

**Contact Numbers (s)**

____________________________________________

**Email Address**

____________________________________________

**Occupational background**

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**Previous volunteer experience**

____________________________________________

**Hobbies, interests, special skills**

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**Front Office:** Learn to greet and direct visitors, answer phones, transfer calls, give general information, use the cash register and credit card machine, instruct museum visitors about areas of museum, assist administrator with data entry, records, mail.

**Artifacts:** Learn data entry into Past Perfect, cataloging, retrieving information, research about artifacts, do condition reports, photographing objects, work with the Artifacts Curator.

**Manuscripts:** Learn the basics of manuscript collections; learn how to handle manuscript materials; learn how to do basic research on manuscript materials; learn to enter materials into Past Perfect to make the resources available to the public; work with the Manuscript Curator.

**How to Give a Tour:** Be given a tour by an expert tour guide; then shadow a docent giving a tour of a section; learn the major areas of the museum: Native Americans, Mining, Transportation, Pioneer and Early Reno; learn about the various artifacts in the museum and how to engage adults and children’s interest while giving a tour.

**Outreach:** Specialists visit the schools to explain artifacts and discuss their area of expertise in Nevada history. We currently have experts in Mining, Native Americans, and the Pioneers. We’d like a person to cover Mountain Men. We will help you along the way to being an expert in no time.