

Nigel Klemenčič-Puglisevich

Work Summary

Goulbourn Museum

Assistant Museum Administrator

May 2021 - Present

- Assist Museum Manager in administrative and core organisational tasks
- Grant writing
- Policy development
- Communications tasks, including social media management, website restructuring and management, digital content creation, photography, videography, and article writing

Communications Administrator

September 2020 - April 2021

- Social media and website management
- Marketing of events and programs
- Exhibit panel design, graphic design, photography, and videography
- Day-to-day inter-departmental assistance

Museum Assistant

May 2020 - August 2021

- Assisting in communications and administrative tasks
- Research and article writing
- Social media and website management
- Photography and videography

Corvus: Undergraduate Journal of Classical Studies

Editor-in-Chief

November 2020 - Present

- Training and supervising a team of editors
- Designing and formatting journal for print and digital publication
- Communicating with College of Humanities for funding and print shop for printing
- Ensuring contributions and publication adheres to the journal's mandate

Carleton University

Archaeological Research Assistant

May 2021 - Present

- Assisting the Associate Professor of Greek & Roman Studies with researching and writing catalogue entries for small finds within Area C of Gabii, a site located 18km outside of Rome, Italy
- Archaeological database management
- Roman and pre-Roman object identification

Greek & Roman Studies Social Media Manager

April 2021 - Present

- Development of a social media policy, protocol, initiatives, and execution plan
- Initiating social media accounts and post initiatives
- Preparing, writing, and designing content
- Website management
- Maintaining digital privacy standards

Museum of Classical Antiquities - University of Ottawa

Curatorial Assistant

January 2020 - Present

- Assisting curator with curatorial collections responsibilities
- Working with graduate students to catalogue and create condition analyses of artefacts
- Exhibit design and management
- Managing museum administrative records

Dominican University College - Library

Exhibition Preparator

July 2020 - August 2020

- Development of an exhibit for digital display
- Digitisation of art books and related materials
- Handling of archival material and researching provenance

Newcastle Village & District Historical Society

Digitisation Technician

January 2019 - August 2019

- Digitised archival documents, photographs, and objects
- Assisted in policy research and development for acquisitions and digitisation
- Preventative conservation of archival material
- Purchasing new archival material to care for collections
- Worked alongside historians to digitally document provenance and local history

Clarington Museums & Archives

Historical Interpreter

September 2018 - May 2019

- Exhibit curation and artefact care
- Out-reach programmes to public and schools
- Assisted in curatorial, archival, and programming tasks
- Supervising and instructing volunteers
- Engaging youth in programmes, exhibitions, and archives

Programming Assistant

June 2018 - August 2018

- Outreach programmes to public and community organisations
- Assisted programming tasks and creating a youth council
- Development of social media content
- Administrative assistance

Museum & Archival Assistant

March 2015 - June 2018

- Assisted in archival projects and exhibit maintenance
- Assisted in events and programming
- Development of social media content
- Administrative assistance

Education

BA Hons. in History and Greek & Roman Studies

Minors in Archaeology and Medieval & Early Modern Studies

Carleton University

September 2019 - April 2022

Skills

- Advanced knowledge of computers and a variety of software, including Adobe Creative Suite (Photoshop, Illustrator, Lightroom, Premier Pro), Microsoft Office, and collection management databases
- Excellent communication and interpersonal skills
- Photography and photo editing
- Digitisation
- Exhibit curation and maintenance
- Artefact handling
- Policy development and project planning
- Creating promotional material for marketing
- Social media management

- Engaging digital audiences
- High attention to detail and problem solving skills
- Statistics management and organisation
- Experience cataloguing and inventorying collections
- Advanced genealogical and historical research
- Responsible and reliable
- Video editing
- Writing reports
- Team and independent work

Certifications

- AODA
- Class G Ontario Driver's License
- Fall Protection & Ladder Safety
- Genealogy (University of Strathclyde)
- Early Modern Scottish Paleography (University of Glasgow)

Languages

- English
 - Fluent (first language)
- Latin
 - Intermediate
- Maltese and Arabic
 - Basic
- French
 - Basic

Other Experience

Archaeological Institute of America (Ottawa Society)
Student Representative | August 2021 - Present

Carleton University Archaeological Society
VP Social | April 2021 - Present

Carleton University Faculty of Arts and Social Sciences
Student Ambassador (History and Greek & Roman Studies) | August 2020 - Present

Carleton Academic Student Government

History Representative | September 2020 - Present

Carleton University History Undergraduate Society

Co-President | August 2020 - Present

Doors Open Clarington

Digital Content Developer and Planning Executive | January 2019 - Present