



The Ingersoll Cheese & Agricultural Museum/Town of Ingersoll  
is seeking a  
**Museum Assistant**

The successful candidate will provide assistance to a variety of museum related projects including:

- the planning and coordinating of three major public events over the course of the summer,
- Conducting research into the Second World War and installing a related exhibition.
- Organizing and maintaining the Museum artifact and archival collection, and inputting data into the Museum's collections management system.
- Conducting guided tours and demonstrations, and assist with school and summer programming.
- Operating the museum gift shop, and greeting and orienting visitors to the site and performing other general museum duties as assigned.

**Required Qualifications:**

- Qualified Applicants will be a College or University student returning to school in the fall. Course of studies related to Education, History, Museum Studies, Travel and Tourism, Marketing, Library Sciences, or Fine Arts would be a definite asset.
- Applicants must be registered with Young Canada Works to be eligible for this grant-funded position.
- You will be motivated with excellent planning, research and time- management skills.
- Experience working with the public and demonstrated customer service skills will be an asset.
- Must be willing to work some weekends.
- Must have current Standard First Aid and CPR certification.

This position is contingent on successful grant funding through Young Canada Works and is intended to start May 13, 2020 and continue to the end of August.

Interested candidates should email their cover letter, resume, application form and proof of enrollment to the Town of Ingersoll Human Resources Coordinator at:

[Bridget.Kirwin@ingersoll.ca](mailto:Bridget.Kirwin@ingersoll.ca) by **February 5, 2020.**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection. The Corporation of the Town of Ingersoll is an equal opportunity employer. We thank all applicants for their interest however only successful candidates will be contacted for an interview.