

Invites applications for the position of

Visitor Experience Assistant Summer Student (Museum) Summer Months Full Time

The Town of Ingersoll is seeking Summer Students to join our Museum's team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Ingersoll Cheese & Agricultural Museum, set in Centennial Park, features seven heritage buildings, including a 19th-century cheese factory, agricultural barns, a blacksmith shop, a one-room schoolhouse, a community museum, and a Sports Hall of Fame.

Position Overview

As a Museum Visitor Experience Assistant, you will play a key role in enhancing the experience of museum visitors. Your primary responsibilities will include supporting tours, outreach programs, school programs, and general visitor services. You will also assist the Museum Manager and staff in researching, planning, and setting up exhibitions. This include staffing the front desk, answering and directing phone calls, processing gift shop sales, assisting with camping, and managing and fulfilling research requests.

In addition, you will assist the Collections Coordinator as needed with organizing and caring for the museum and collection of artifacts, photographs, and documents. You will gain experience using the museum & collection management software, PastPerfect, to input and cross-reference data and assist with research requests to locate and provide information about items in the collection.

This position is expected to begin at the beginning of May 4, 2026, to August 28, 2026, for 35 hours per week

Qualifications

- Applicants must be college or university students returning to school in the fall.
- Fields of study such as Education, History, Museum Studies, Travel & Tourism, Marketing, Library Sciences, Economics, or Fine Arts are considered assets.
- To qualify, applicants must also be registered with Young Canada Works for this 16-week grant-funded position.
- Ideal candidates will have strong planning, research, and communication skills, as well as, a clear interest in working for the Town of Ingersoll.
- Experience in customer service or working with the public is an asset.
- Applicants must be available to work both weekdays and weekends, as weekend shifts are mandatory.

Required Certifications, Licenses, Training

- Current level C Standard First Aid/CPR certification.

Please be advised that all successful applicants will be required to obtain at their own cost, First Aid/CPR certification and a Police Criminal Reference Check prior to their first day of employment.

Compensation

- This position offers an hourly pay range of **\$17.60 to \$19.60**.

Application Instructions

If you are interested in pursuing this exciting opportunity, please submit the following documents no later than January 15, 2026, to the Human Resources Department at recruitment@ingersoll.ca

1. Your resume;
2. The 2026 Summer Student Application Form
3. Proof of student status;
4. Copies of your license and First Aid Certification

Full application and submission instructions are detailed on website <https://www.ingersoll.ca/town-hall/employment-opportunities>

The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.