

Invites applications for the position of
Museum Programmer
Permanent Part-Time

The Town of Ingersoll is seeking a Museum Programmer to join our dynamic 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.

The Ingersoll Cheese & Agricultural Museum welcomes people from around the world and consists of 7 buildings located in the green space of Centennial Park in Ingersoll including a replica 19th century cheese factory, agricultural barns, a blacksmith shop, community museum, Sports Hall of Fame, and the Oxford County Museum School – considered the largest educational collection in Ontario. We are more than just cheese!

Position Overview

The Museum Programmer works closely with the Museum Manager and Collections Coordinator of the Museum. The Museum Programmer assists with exhibit design and installation. The incumbent also researches, develops and presents museum educational and public programming. The Programmer works with various staff and volunteers to administer the programs.

- Greets customers and answers general inquiries at the reception counter and promotes the museum, Town and other tourism destinations in the area
- Answers incoming calls and directs calls as necessary
- Preserves artifacts by researching and using proper methods of care and environmental controls
- Catalogues artifacts and assigns numbers, documents condition and historical information and classifies in accordance with museum standards and utilizing the systems of the museum
- Maintains and updates museum records
- Works with PastPerfect
- Assists with all general office maintenance duties including meeting preparation and cleanup
- Undertakes filing for the Museum
- Assists with exhibit design and installation
- Research develops and presents museum educational and public programming
- Works with volunteers and staff to administer the programs
- Assists with the development and execution of special events as required
- Assists with scheduling and conduct guided tours
- Exemplifies excellent customer service
- Work may occur outside of normal working hours
- Performs other duties as assigned

Availability

The role offers up to **24 hours per week**. The successful candidate will maintain a flexible schedule, including weekdays and weekends. As our programming often aligns with community needs, occasional evening availability is required for special events.

Qualifications

Education:

- University or College Degree, with specialization in a related field of the following: History, English, Library Studies, Art Conservation, Data Management, Education, ECE, Recreation and Leisure, Retirement Community Management, or PSW

Experience:

- Working with the public. Programming may include all ages.
- Experience in an education setting is an asset
- Comfortable using computers and databases

Other Qualifications:

- Must obtain a satisfactory Police Criminal Record Check and drivers abstract
- First Aid/CPR certification or willingness to obtain

Please be advised that the successful applicant will be required to obtain at his/her own cost, a Vulnerable Sector Police Check and First Aid/CPR certification (if not already certified).

Compensation

This rate of pay for this position is \$23.15

Recruitment Information

Job Status: Existing Vacancy

Artificial Intelligence: Artificial Intelligence may be used to screen or assess applicants.

Application Instructions

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Human Resources Department no later than **April 23, 2026**.

Human Resources Department

Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario N5C 2V5

recruitment@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodation 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.