

200 Commons Road
Dayton, OH 45459
(937) 434-7300
www.kettering.org



February 27, 2026

Temporary part time work / Internship

Kettering Foundation, Dayton, Ohio

The Charles F. Kettering Foundation is seeking a student or recent graduate looking to develop their skills in archival processing. This position will be a temporary contract position, for 15 hours per week. Academic credit may be received depending on the college program. The initial internship will be for 12 weeks during the summer of 2026. Additional hours may be available.

Key Responsibilities

- Process archival collections
- Assist Archivist with collection maintenance and help manage physical space needs
- Assist Archivist with the re-housing of collections following best practices for storage and preservation
- Data entry

Basic Qualifications

- Successful completion of Introduction to Archives course or experience in an archival environment
- Outstanding organizational and time-management skills; ability to prioritize tasks and meet deadlines
- Capacity to work independently and with other members of a team
- Must be able to lift at least forty pounds

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This internship will take place in person with hard copy materials. The Kettering Foundation is open between the hours of 8:30 AM and 5 PM. Schedule can be flexible.

To apply please send a resume, cover letter, and two letter of reference to cmcdonough@kettering.org. Application due by March 13, 2026.