



TEMPO Events & Programs Intern – Fall 2026

Type: Internship

Class: Part-time

Date: Fall 2026

City, State: Milwaukee, WI

Overview

In 1975, most women, regardless of talent, competence or position were kept outside of the city's power structure. On February 6, 1975, a handful of enterprising women set out to change the landscape for women. They gathered to participate in the first TEMPO Business and Professional Women's Club of Milwaukee, Wisconsin, which has grown and evolved into what is known today as TEMPO.

The hope of the founding members was to create a society where women hold an equal place in leadership, policy, and decision-making. The organization has remained true to its foundational mission and continues to evolve as the business landscape in Milwaukee changes, in alignment with the core competencies of Leadership, Mentoring and Networking.

Today, TEMPO is the largest professional women's organization in Wisconsin, composed of nearly 800 executive and Emerging Women Leaders representing diverse industries, functions and companies throughout the Milwaukee area and Southeastern Wisconsin. TEMPO provides members with opportunities to network with leaders and future leaders, increase awareness of issues impacting our community, and empower women to achieve and sustain leadership roles through educational programming, relationship building, and mentoring.

Mission: To further the impact of women leaders in our community.

Vision: A society where women hold an equal place in leadership, policy and decision-making.

Website: www.tempomilwaukee.org

Summary

The TEMPO Events & Programs Intern is an incoming college junior or senior pursuing a degree in event management, hospitality, marketing, communications, business, nonprofit management, or a related field. This individual is highly organized, detail-oriented, dependable, and eager to learn the behind-the-scenes work that creates exceptional member experiences.

The ideal candidate is a self-starter who takes pride in contributing wherever needed and understands that exceptional events are built through careful attention to every detail.

Whether assembling nametags, organizing event materials, packing vehicles, or assisting with event setup, this individual recognizes that every task contributes to delivering a seamless experience for TEMPO's members and guests.

Reporting directly to TEMPO's Vice President of Programs & Signature Events and Manager of Member Experience & Office Operations, the intern will receive hands-on mentorship while gaining experience in all facets of nonprofit event management. Working alongside both leaders, this individual will develop practical skills in event logistics while playing an integral role in the successful execution of TEMPO's fall programming.

Throughout the semester, the intern will gain hands-on experience supporting events ranging from intimate networking gatherings of 20 attendees to TEMPO's premier Leadership Event welcoming more than 1,000 guests. They will learn the fundamentals of nonprofit event management, event set up and tear down, venue logistics, vendor coordination, audiovisual planning, banquet event orders (BEOs), sponsor fulfillment, registration management, and event execution.

Working alongside the TEMPO team, this individual will interact with TEMPO's 800+ members, some of Milwaukee's highest-caliber professional women representing more than 200 companies, while developing practical skills that directly translate to careers in event management, hospitality, marketing, nonprofit leadership, and corporate events. The candidate must have availability for a fully in-person position at TEMPO's downtown Milwaukee office approximately 20-25 hours per week during regular office hours (8:30 a.m.-5:00 p.m.) Monday through Thursday, in addition to attending all required TEMPO events listed below. The internship will run throughout the Fall 2026 semester, with exact start and end dates determined based on the candidate's academic schedule.

Description

The Events & Programs Intern will:

- Assist with planning and execution of TEMPO's programs, signature events, and networking socials.
- Create and maintain event registration forms, confirmation and reminder messaging.
- Manage attendee registration and check-in before and during events.
- Prepare event nametags, materials, attendee lists, and event handouts.
- Assist with coordination of sponsor deliverables and sponsor fulfillment tracking.
- Assist with invoicing and event-related administrative support.
- Maintain inventory of TEMPO event assets, including signage, banners, easels, displays, centerpieces, registration supplies, and branded materials.
- Pack and organize event supplies for transportation to and from venues.
- Lead event setup and post-event teardown while ensuring all materials are inventoried and returned to the office.
- Support onsite event logistics, vendor coordination, and troubleshooting.
- Assist with venue walk-throughs and event floor plan preparation.

- Learn and assist with audiovisual coordination and venue production needs.
- Gain exposure to banquet event orders (BEOs), catering coordination, timelines, and vendor relationships.
- Track attendance and assist with post-event surveying & reporting.
- Support the TEMPO team on additional event and administrative projects as assigned.

Required Event Attendance

Attendance at all scheduled TEMPO events is a required component of this internship.

Event	Date	Time	Attendance
September Program Meeting	Thursday, September 17	11:30 a.m.– 1:30 p.m.	~150
Emerging Women Leaders September Program Meeting	Tuesday, September 29	4:00–6:00 p.m.	~100
Direct Positive Documentary Screening	Thursday, October 8	5:30–7:30 p.m.	~150
20 th Annual Leadership Event	Thursday, October 29	11:00 a.m.– 2:00 p.m.	1,000+
November Professional Development Series	Wednesday, November 11	3:30–5:30 p.m.	~100
TEMPO New Member Orientation	Tuesday, November 17	8:00–9:30 a.m.	~20
Emerging Women Leaders New Member Orientation	Tuesday, November 17	4:00–5:30 p.m.	~20
Emerging Women Leaders Program Meeting	Tuesday, November 24	4:00–5:30 p.m.	~100
Women’s Affinity Alliance December Event (Virtual)	Wednesday, December 2	4:00–5:40 p.m.	~75
Annual Holiday Party	Thursday, December 10	5:00–9:00 p.m.	~300

Qualifications

- Incoming junior or senior pursuing a degree in event management, hospitality, communications, marketing, business, nonprofit management, or a related field.
- Strong organizational skills and exceptional attention to detail.
- Positive attitude with a willingness to pitch in wherever needed.
- Ability to prioritize multiple projects and deadlines simultaneously.
- Excellent written, verbal, and interpersonal communication skills.
- Professional and polished demeanor.
- Comfortable interacting with executives, members, volunteers, sponsors, and vendors.

- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Zoom & Teams, and Canva.
- Ability to lift and transport event materials weighing up to approximately 30 pounds.
- Reliable transportation to attend off-site events throughout the Milwaukee area.
- Availability to work occasional early mornings and evenings during scheduled TEMPO events.
- Interest in event management, hospitality, nonprofit leadership, or corporate events.

Compensation & Benefits

- \$15/hour
- College credit available if applicable through the candidate's educational institution.
- Direct mentorship from experienced nonprofit event professionals.
- Hands-on experience executing events ranging from 20 to more than 1,000 attendees.
- Exposure to event logistics, vendor management, sponsorship fulfillment, audiovisual production, venue operations, and nonprofit program management.
- Opportunity to build a professional network with more than 800 executive women leaders across Southeastern Wisconsin.