

Robin McConnell
President - Board of Directors
Vancouver Comic Arts Association

Dear Robin,

With my record of effectively managing teams at 43 conventions over the past 11 years, I am eager to join VanCAA as your next Festival Director. I love to help organizations foster equity and bring joy to their communities. I hope to leverage my convention and management abilities to more broadly contribute to the comics community.

Please review some highlights of my convention and community service:

- Over my 17 years of continuous service at the [Nan Desu Kan](#) anime convention, I have grown and adapted many skills as the convention has expanded. I consult with the Board of Directors and other Department Heads to design and execute the annual convention plan. Work with the Directors has included program scheduling, arranging Special Guests' travel, purchasing event supplies, and designing floor plans. During the event I continually consult with Logistics, Operations, Line Control, and Safety staff to coordinate and align their efforts and perform high-level troubleshooting across the venue.
- During my time with the [Licton Springs PPatch Community Garden](#), I controlled a US\$160,000 grant to construct the garden and then managed the garden's donation accounts. I provided monthly financial reports to the City of Seattle (our grantor) while maintaining the construction budget and all financial bookkeeping.
- At [Tableau Software](#), I am part of the [Tableau Conference](#) Leadership team. I manage 100-250 Tableau employees to host 60-80 breakout and training rooms during the five days of our annual conference attended by up to 17,000 customers. Preparing for this role each year, I am involved in designing floor plans, signage, logistics, and access policies with a variety of other Tableau employees and event vendors. During my primary job as a Development Manager, I manage teams of developers to build and deliver complex desktop and web software by balancing the priorities of features and schedules.
- I worked closely with the PAX Chief of Staff to manage the [PAX West](#) and [PAX East](#) gaming convention staff for 14 conventions over 9 years, supervising 450-800 volunteers and staff at each convention.
- I have also volunteered at [VanCAF](#) since 2014, leading teams since 2017. My appreciation for the show continues to grow each year, and I love to support the comic community through my organizational skills.

I look forward to scheduling an interview and discussing the plans for VanCAF 2019. Please email me at jarrodl@gmail.com. Thank you for your time and consideration.

Sincerely,
Jarrod Lombardo

Jarrold Lombardo

202-2250 Commercial Drive

Vancouver, BC V5N 5P9

604-704-4499

jarrold@gmail.com

Summary

- Conference leader and organizer for over 11 years with experience with all parts of convention planning and operations
- Experienced managing budgets and grant reporting
- Excellent problem solving and troubleshooting skills
- [Click here for a full list of all conventions I have worked.](#)

Conference Management Related Experience

Development Manager, Tableau Software

Vancouver, BC

January 2016 - Present (full-time)

Seattle, Washington

June 2015 - December 2015

- Lead a team of up to 250 peers at Tableau Conference (2012-Present) to manage up to 80 breakout session rooms during 5 days of conference, plus months of planning beforehand.
- Leadership and management of Software Engineers including resource management, hiring, mentorship, and performance management.
- Management of resources and risks to ensure on-time and requirement complete delivery of features assigned to team.
- Direct supervision of a team of platform and web developers.
- Ensuring that the products are developed following an architecture that supports the company's business plan.
- Participation in bug triage, prioritization, and assignment.

Department Head, Of Facilitation Magic, Nan Desu Kan anime convention

Denver, Colorado

June 2017 - Present (part-time, volunteer)

- Attend planning meetings with Directors and Department Heads to consult broadly, anticipating issues that may arise if we execute those plans.
- Continually consult with Logistics, Operations, Line Control, and Safety staff throughout the convention to ensure any gaps between their responsibilities are filled.
- Assisted the Board of Directors with any unexpected or sensitive tasks that must succeed during the convention.
- Assist the Executive Director with purchasing before the convention.

Treasurer, Licton Springs PPatch Community Garden

Seattle, Washington

October 2013 - November 2015 (part-time, volunteer)

- Controlled US\$160,000 grant to build the 67 plot Licton Springs PPatch Community Garden in Seattle.
- Filed monthly grant expenditure reports and volunteer hours reports with the City of Seattle Department of Neighborhoods while the garden was under construction.
- Regularly met with city employees to plan budget details.
- Scheduled materials delivery (lumber, compost, etc.) and arrange purchase orders for payment.
- Arranged reimbursements for volunteers' out-of-pocket expenses.
- Managed donation accounts.

- Assisted in scheduling and running monthly Steering Committee meetings.

Department Head, Logistics, Nan Desu Kan anime convention

Denver, Colorado

March 2007 - June 2017 (part-time, volunteer)

- Lead the on-site Logistics team to solve problems that come up during the course of the convention.
- Organized the attendee crowds and event line routes.
- Arranged for sparse resources (people and equipment) to be in the right place at the right time.
- Patrolled the convention areas looking for any security or safety risks.
- Mediated minor issues between attendees and staff members.

Enforcer Manager, Penny Arcade Expo West and East gaming conventions

Seattle, Washington and Boston, Massachusetts

May 2007 - March 2015 (part-time)

- Worked closely with the Chief of Staff to manage the PAX West and PAX East convention volunteers and staff for 14 conventions over 9 years (450-800 volunteers and staff at each convention).
- Created informational documents and training manuals for the new members during the lead up to the convention.
- Arranged for sparse resources (people and equipment) to be in the right place at the right time.

Facilities Director, Steampunk Conventions Inc

Seattle, Washington

March 2009 - October 2013 (part-time, volunteer)

- Arranged space usage and setup for all rooms for the Steamcon steampunk convention (~2000 attendees over three days).
- Negotiated terms of hotel/convention center contracts.
- Worked with the on-site Operations and Security teams to solve problems that come up during the course of the convention.
- Organized the attendee crowds and event line routes.
- Arranged for sparse resources (people and equipment) to be in the right place at the right time.
- Mediated major and minor issues between attendees and staff members.

Other Notable Conference and Management Experience

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| • Enforcer, Tabletop team, PAX South | January 2016 - Present (part-time) |
| • Game Demo Staff, North Star Games at PAX Unplugged | November 2017 (part-time, volunteer) |
| • Booth Staffer, Topatoco at Emerald City Comic Con | March 2012 and March 2013 (part-time, volunteer) |
| • Troubleshooter, Project A-Kon Anime Convention | June 2002 - June 2009 (part-time, volunteer) |
| • Enforcer, Safety and Spareboard teams, PAX | August 2005 - May 2007 (part-time, volunteer) |
| • Logistics Staff Member, Nan Desu Kan | September 2002 - March 2007 (part-time, volunteer) |
| • KTEK Campus Radio Station General Manager | September 2004 - May 2005 (part-time) |
| • Interim Technical Director, Macey Conference Center | May 2003 - August 2003 (full-time) |
| • CFO, Student Association New Mexico Tech | May 2002 - August 2003 (part-time) |

Formal Education

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| • B.S. Computer Science, minor in Physics | New Mexico Institute of Mining and Technology | Socorro, New Mexico |
| • B.S. Mathematics, minor in Philosophy | New Mexico Institute of Mining and Technology | Socorro, New Mexico |