

Lori Arsenault

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Education

High School | 1973 | Winnicunnet High School, Hampton, NH

Bachelor of Music in Performance | 1999 | University of Southern Maine

- Major: Classical Guitar Performance
- Related coursework: work study in public affairs, events, and recording technology

Masters in Leadership Studies | Currently Enrolled | University of Southern Maine

- Related coursework: Study of leadership, various perspectives and styles, related skills and theories

Skills & Abilities

Administrative

- Calendars and scheduling, phones, minutes, communication, USM Administrative Practice Letters, regularly coordinates with Human Resources, Procurement, Student Billing, Finance and Administration, Office of the Provost, Marketing, Public Affairs, Conferences, Facilities, Housing, Police, University Archives, Notary Public for State of Maine, students, faculty, patrons, donors and public.

Communication

- Public speaking, social media, writer, photography, calendars, CMS, HTML, Creative Cloud, MS Office
- Some ability in Spanish and French languages

Management

- Events, volunteer coordination, committees, supervising work study students, operations, phones, budgeting and finance, fundraising, MaineStreet, Blackboard, TouchNet, CaterTrax, BaseCamp.

Experience

Performing Arts Operations and Concert Manager – 2014 To The Present

**Music Operations Director – 2011 – 2014
(UMPSA)**

- Annually establishes a team of approximately 30 work study students in stage management, house, box office management, and recording technology for over 100 music performances
- Website and social media management for School of Music and Department of Theatre
- Community outreach, advertising sales, printed program design
- Coordinator of USM Summer Youth Music and Theatre Camps
- Manage the logistics of tours and travel for performing groups; approved driver of passenger vans, and trucks for moving people and their musical instruments and equipment
- Budget management, financial reporting, website, communications, season schedule.
- Works with public affairs, marketing, financial, human resources, campus dining
- Collaborative projects on the Gorham campus; Chair of the Gorham Arts and Cultural Affairs Committee

University of Southern Maine

School of Applied Science, Engineering, and Technology

College of Science, Technology, and Health

Administrative Assistant II, AAI Non-Rep (COLT)

Administrative Manager (UMPSA)

Special Assistant to the Dean for Communications & External Affairs

- Executive assistant to the dean (2002-2009); Special Assistant to the Dean (2009-2011)
- Financial, human resources, communications, community relations, media relations, corporate relations, events, Development Coordination Council, Maine Public Relations Council

Roman Catholic Diocese of Portland, Parish Music Leader

- Sacred Heart / St. Dominic Parish, Portland, 1998 to 2013, music leader English and Spanish, parish council vice chair, parish secretary, volunteer coordinator; **freelance from 2013 to the present**
- St. Anne's Church, Gorham, **2011 to the present** – Leads the congregation and a small chamber group with singers and musicians, Liturgical Committee, RCIA Team, weddings and funerals
- Our Lady of Hope Parish (St. Joseph, St. Pius X), Portland, **2014 to the present** – Leads the congregation and a small chamber group with singers and musicians, Parish Music Coordinator, weddings and funerals
- St. Anthony's Parish, Westbrook, **2015 to the present** – Leads the congregation and a small choir

Independent Bookkeeping Services for Entrepreneurs - 1982 - 1998

- Accounts payable, receivables, and payroll services

University and Community Service

University Service - Past

- Professional Staff Senate - Two or three terms completed, communications chair, Faculty Senate Rep
- UMPSA Treasurer, two terms completed
- Development Coordination Council
- Homecoming Committee
- Financial Managers Group

University Service - Present

- **Faculty Senate** – minutes; update Blackboard; website, **2011 to the present**
- **USM Gorham Cultural Affairs Committee** – **Chair, 2012 to the present**

Community Service

- **Saco River Jazz Ensemble** – **2015 to the present** – volunteer bassist/vocalist for the non-profit band dedicated to bringing big band music from the past to nursing homes, retirement communities, and veteran's homes. The group provides a small amount of scholarship money to student members.
- **Barron Center Skilled Nursing Facility, 1995 to the present**, volunteer song leader
- **FIRST Robotics Volunteer, 2003 to the present**, local and statewide mentor and organizer
- **Regional Transportation Program (RTP), 2010 – 2015**, Board of Directors, Clerk
- **Portland Symphony Orchestra, Instrument Petting Zoo, 2013 – 2015**, Musical instrument loans and participation in events.
- **Community Partnerships for Protecting Children**, Governance Committee, 2004 – 2010.