

# Flora Mae Schaeffer

(she/her/hers)

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## PROFESSIONAL EXPERIENCE

### **THE MUSEUM OF FINE ARTS, HOUSTON**, Houston, TX

08/2018—Present

#### ***Assistant Registrar, Incoming Loans***, Registration Department

Field curatorial requests for incoming objects, including purchase considerations, loans, and gifts from 7 collecting areas at the museum, creating initial object records in our collections database.

Collaborate with international brokers, other institutional lenders, dealers, galleries, and private citizens regarding insurance matters and loan agreements in order to arrange the safe transport of objects to the museum.

Unpack and generate preliminary condition reports of the objects, alerting conservators when immediate attention is required. Prepare safe housing for objects in temporary storage areas and discuss options with collections managers and conservators for longer-term storage or display.

Catalog all necessary information received in the museum's collections database and organize object files.

Coordinate the return shipment of any artwork not acquired by the museum and pieces whose loan term has expired.

Act as courier (bookend, virtual, or in-person), as needed for MFAH outgoing loans.

Co-organizer for the museum's Gender Attribute Working Group, holding monthly discussions for the creation and implementation of a Living/Working Artist Survey in order to ask about preferred pronouns, nationality, and other personal identifiers important to the artist. Working with TMS Administrator on how to collect and enter such data.

Member of the Cataloguers Unite Group, a zoom meeting occurring every two months with other U.S. and Canadian-based registrars, collections specialists, and catalogers. Topics include addressing the nomenclature for museum cataloging, enhancing cataloging practices for BIPOC and underrepresented territories, and discussing established vocabularies.

01/2017—08/2018

#### ***Development Coordinator, Annual Fund Campaigns***, Fundraising and Development Department

Tracked levels of donor engagement in Millennium database by running reports based on various criteria.

Expanded donor base and increase contributions through online campaigns, direct mail, and personal cultivation.

Processed and reviewed revenue and expenditures, including gift reports and purchase orders.

Created and implemented the Annual Fund Drive calendar for current and future fiscal years.

Generated a comprehensive Annual Fund Drive Giving Report each week for all officers.

Assisted VIP donors by phone and in-person with confidential giving histories and stewardship fulfillment.

02/2012—01/2017

***Rights and Reproduction Administrator***, Photographic Imaging Services Department

Evaluated and processed approximately 400 external and internal image reproduction orders yearly, coordinating timely image deliveries and providing rights statuses to the public, scholars, peer institutions and colleagues.

Maintained and updated copyright files through continued research, correspondence with rights holders, and the submission and negotiation of licensing agreements.

Reviewed quality of incoming digital media then cataloging according to best practices and institutional guidelines, ensuring data is synchronized between the DAMS, CMS, and mfah.org.

Worked with colleagues to prepare daily data import from Access database to DAMS for dissemination.

Trained museum staff across departments in image retrieval protocols for DAMS, and appropriate use and representation of museum digital assets and copyrighted materials.

Assessed permissions enumerated within exhibition loan agreements, advising relevant departments of proper image use and credit lines; ensured image clarity for all reproductions throughout the course of the exhibition.

Monitored copyright trends and legislation via IP resources, conferences, webinars and online discussions, informing colleagues of current best practices and proposing updated procedures when needed.

Supervised photographic production, submitting status reports to project organizers and my supervisor.

Managed object and installation photography requests for 7 curatorial departments by creating a photo schedule in coordination with preparators, photographers, registrars, conservators, and other support staff.

Participated in bi-monthly website committee meetings, bringing image rights items to the agenda, and always looking to improve the collections module.

Managed large-scale photography projects, including an IMLS grant to photograph 30,000 works on paper.

02/2011–02/2012

***Digital Imaging Specialist*** (part-time)

Scanned legacy transparencies, manipulating raw scans to correct for color, clarity and file size.

Prepared digital metadata and transferred files to the Digital Assets Management System.

01/2008–05/2009

***Imaging Services Assistant*** (part-time)

Drafted departmental policies and procedures in compliance with field-wide best practices.

Photographed publication images with film and digital; edited over 6,000 files for institution lecture requests.

**PROFESSIONAL DEVELOPMENT**

**ARCS Conference**, Philadelphia, PA, November 6–9, 2019

**Museum Computer Network (MCN) Conference**, New Orleans, LA, November 1–4, 2016

Discussed how institutions can use digital media and technology to emphasize inclusion, accessibility, and agency

Presented to MFAH Website Committee about the connection between Open Access programming and inclusivity

**American Alliance of Museums (AAM)**, Washington, DC, May 26–29, 2016

Gained more knowledge regarding: the development of an ethnographic lexicon, organizing and managing digital assets, implementing document management systems, IP policies, and grant writing basics for small museums.

**American Law Institute – Legal Issues in Museum Administration (LIMA)**, Los Angeles, CA, April 6–8, 2016

**American Law Institute – Legal Issues in Museum Administration**, Washington, D.C., March 25–27, 2015

Topics explored included: U.S. code chapter 17, section 107 (Fair Use), the distribution of rights-protected images, open access policies, best strategies for implementing museum-generated content online, and the long-term benefits of a non-exclusive license.

Reviewed the *CAA Code of Best Practices in Fair Use for the Visual Arts* and Indianapolis Museum of Art's *Rights & Reproductions: The Handbook for Cultural Institutions*, with the author.s

Recipient of the competitive MFAH Horton Professional Development Grant to support travel and conference expenses, two years in a row.

## **ACHIEVEMENTS**

Coordinated image submissions for the Online Collections Module (65,000 records), collaborating with IT and Registration to address system challenges concerning a TMS-DAMS integration.

Submitted over 5,500 rights-cleared images to the Google Art Project and participated in a 2-year collaboration with multiple departments and long-term lenders to utilize the virtual exhibition component.

Organized a website subcommittee to discuss offering an image download option of public domain works; presented an implementation plan and timeline to the larger committee.

## **EDUCATION**

**University of Houston**, Bachelor of Arts, Anthropology, Minor in English Literature, May 2008

Coursework included: Visual Anthropology, Physical Anthropology, Peoples of Africa, and Medical Anthropology.

Studied archival data and oral histories of emancipated African Americans; collected and recorded surface artifacts within a unit in Freedman's Town, a resettlement site during Reconstruction.

Intern with Honors College Dean Office organizing archival materials for a Flannery O'Connor anthology publication.

## **SKILLS**

Strong grasp of VRA and CDWA metadata standards for cataloging digital media and synchronizing data with Digital Asset Management, Content Management Systems, and Collection Management Software (TMS).

Programs and databases: TMS, Extensis Portfolio, Microsoft One Drive and suite, Photoshop and Adobe Bridge.

Able to prioritize multiple deadlines without sacrificing attention to detail.

Proactive, communicative, professional, and excited to build and maintain positive, professional relationships.

Ample experience training new hires and supervising volunteers, work-study students, and interns.